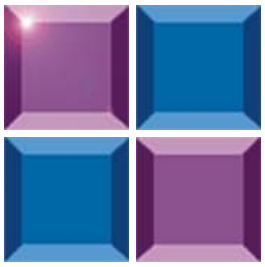
DATA PRO ACCOUNTING SOFTWARE, INC.

General Ledger

with Advanced Budgeting & Financial Report Writer
Part #101

User Manual



DATA PRO ACCOUNTING SOFTWARE, INC.

Advanced Accounting Software & Secure Internet Solutions

Version 7.3

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CHAPTER 1 INTRODUCTION

A simplified definition of a General Ledger is the accumulation of all financial transactions into one consolidated set of books. Normally, these transactions are summarized by account. The **Infinity POWER General Ledger** system expands on this simple definition to bring you the **"core"** of your accounting and financial reporting needs.

This system provides you with your primary financial and managerial accounting reports as well as audit trails in both Journal ***(transaction date order)*** and Ledger ***(account order)*** format. Multi-departmental and/or profit center reporting, as well as multi-company consolidated reporting, is also provided.

The General Ledger system also provides **Fund Accounting** procedures. Interfund Balancing is used to balance funds *(portions of the chart of accounts broken down to facilitate a particular fund or department)* when transactions are entered and the General Ledger distribution *(journal entries, integrations from subsidiary modules, etc.)* crosses between one or more funds.

The system will automatically make the adjusting entries to balance each fund affected. This is accomplished through the structural set up of the Chart of Accounts. There are certain accounts that are mandatory to make the Fund Accounting system function properly.

Since the General Ledger system acts as the **"core"** of your accounting system, it provides an interface with all **Infinity POWER** modules. Therefore, it allows total automation of your entire accounting information flow.

ACCOUNT ORGANIZATION

Information in the General Ledger system is organized by specific **"accounts."** These accounts correspond to the General Ledger accounts on the chart of accounts that you use in a manual bookkeeping system. These accounts are utilized to organize and summarize all of your company's financial transactions into specific categories. Generally speaking, the categories are as follows:

I. Balance Sheet Accounts

A. Assets

1. Current Assets (cash, accounts receivable, etc.)
2. Non-current Assets (buildings, land, machinery, etc.)
3. Other Assets (marketable securities, intangible assets, etc.)

B. Liabilities

1. Current Liabilities (accounts payable, current portion of long term debt, accruals, etc.)
2. Long term debt (mortgages, long term loans, etc.)

C. Equity

1. Owners equity (owner's investment, stock, etc.)
2. Retained earnings (net profit brought over from Income Statement)

II. Income Statement Accounts

A. Income (sales revenue, etc.)

B. Expenses

1. Cost of sales (expenses directly attributed to manufacture and/or sale of goods)
2. Expenses (other cost of operations)

III. Statement of Cash Flows Accounts

This report requires that your **"cash"** be reconciled into three broad categories:

- **Operating Activities**
- **Investing Activities**
- **Financing Activities**

A. Operating Activities

Operating Activities include all transactions and other events that are not defined as investing or financing activities. Operating Activities generally involve producing and delivering goods and providing services. Cash flows from operating activities are generally the cash affects of transactions and other events that enter into the determination of net income.

This category includes a summarization of the net income derived from your current period profit/loss, non-cash outlays, and changes in operating assets and liabilities. Net Income is the current period profit and/or loss from operations. Summarizing all of the accounts that are set up in your Income Statement derives this amount.

Non-cash outlays are expenses in which the business has not paid out cash, but have reduced profitability of the company. An example of this would be **"depreciation"** which reduces profits without any money being spent.

Changes in Operating Assets and Liabilities mostly include Balance Sheet accounts that are used in the day-to-day operations of the company. Generally, this would include most of your **"short term"** assets and liabilities. Typically, these are accounts that will be affected most by day-to-day operations.

B. Investing Activities

Investing Activities include making and collecting loans, acquiring and diposing of debt or equity instruments and property, plant and equipment and other productive assets. That is, assets held for, or used in the production of goods or services by the company *(other than materials that are part of the company's inventory).*

C. Financing Activities

Financing Activities include obtaining resources from owners and providing them a return on, and a return of, their investment; borrowing money and repaying amounts borrowed, or otherwise settling the obligation; and obtaining and paying for other resources obtained from creditors on long term credit.

When the company has a **"cash flow"** into the business relative to a specific account or category, it will be reflected on this report as a positive number. Accounts or categories that have used cash and created a **"cash outflow"** during this period will reflect negative amounts.

Normally, your accounts should be organized numerically within the above categories. The General Ledger system allows you unlimited accounts per company; with a twenty **(20)** character *(alpha/numeric)* account number for each account. You may use from one to all twenty characters in the account number ***(3** to **10** characters is normal).*

Whatever account number length you choose, be certain to use that length consistently throughout a single company's chart of accounts to ensure the proper order of accounts in your data files.

For instance, numbers 3, 200, and 1000 would be listed as follows:

1000
200
3

To organize these numbers properly in your data files, you should enter them as 0003, 0200, and 1000. The result would be:

0003
0200
1000

MULTI-DEPARTMENTAL REPORTING

The General Ledger handles Multi-Departmental reporting very effectively. Two methods are available. You should select your method based on the level of reporting requirements as follows:

1. Individual and Combined Income Statements

This method, referred to as the **"Profit Center"** method, allows you to organize your account numbers so that part of the number indicates the profit center. When you print an Income Statement, and you are prompted for the account **"mask,"** you may then specify which profit center(s) to include.

For instance, suppose the following accounts are in your Chart of Accounts:

500-00 Sales

500-01 Sales - Profit Center #1

500-02 Sales - Profit Center #2

600-00 Cost of Sales

600-01 Cost of Sales Profit Center #1

600-02 Cost of Sales - Profit Center #2

700-00 General and Administrative Expenses

700-01 General and Administrative Expenses - Profit Center #

700-02 General and Administrative Expenses - Profit Center #2

To receive an Income Statement for profit center #1 or #2, you would specify an account mask of **"01"** or **"02"** respectively. If a complete Income Statement *(for all profit centers)* is needed, the account mask will be blank.

2. Complete Individual and Combined Reporting

This method, referred to as the **"Separate Entity"** method, allows you to set up each department as a separate **"company"** with its individual chart of accounts. This allows for individual reporting. Transactions that require distributions across departments, or between departments, may be handled through the special **"Intercompany Transaction"** option when recording journal entries.

Your combined departmental reporting needs may be handled through the special consolidation feature, which consolidates several charts of accounts and balances into one new entity. You may then print any, or all, financial reports on the new entity.

DEBITS AND CREDITS

Since the invention of that common denomination of exchange called money, man has tried to accurately track the uses of that money and value of his belongings based on money. Through the years of evolution in the accounting profession, a very important principle was noticed. When transferring monetary increments between different financial classifications *(accounts)*, some kind of system of checks and balances was necessary to reduce human error.

The invention of Debit and Credits, used in **"balanced books,"** was one of the primary tools created to provide these checks and balances. Unfortunately, for the non-accountant, these Debits and Credits can be very confusing. The following rules will provide some guidance on the definition of debits and credits.

1) **Debits are handled as positive numbers; Credits are handled as negatives.**
2) **Debits and Credits are not intrinsic increases or decreases in value. The effect of a Debit or Credit depends upon the category of account.**
3) **The following categories are increased by a Debit *(decreased by a Credit)*.**
   - **Asset**
   - **Expense**
4) **The following categories are increased by a Credit *(decreased by a Debit)*.**
   - **Liability**
   - **Equity**
   - **Income**

The General Ledger system uses a **"balanced books"** method of recording journal entries. This means that whenever you enter a journal entry, the total amount of debits must equal the total credits before you can validate. You may also utilize the **"Batch Journal Entry"** updating method from within the General Ledger module or use the normal "**On-Line"** method. If you prefer, you may optionally turn off the **"balanced book"** method requirements, although we do not normally recommend this procedure for daily processing.

Recognizing that the relationship between debits and credits can sometimes be confusing, we have developed an **"intelligent prompt"** screen for entering dollar amounts. As dollar amounts are entered to an account through Initial Set Up or Journal Entry procedures, the system will indicate whether the account balance is being increased or decreased *(based on the account category of the selected account.)* The system will guide you as to whether a particular account should be debited or credited.

The General Ledger system also provides you with the ability to process either normal twelve **(12)** *(month)* periods or thirteen **(13)** *(user definable)* periods, whichever method suits your business better.

FUND ACCOUNTING WITH AUTOMATIC INTERFUND BALANCING

The General Ledger system provides the capability of Fund Accounting. This method of accounting is normally used in ***"Non-Profit Organization"*** types of businesses. Fund Accounting is established by having a chart of accounts to represent each function a company may have. Although this chart of accounts is only a portion of the entire Chart of Accounts, it is separated in that each section has its own **Retained Earnings** and **Interfund Balancing** accounts.

Therefore, there must be a strict consistency on the structure of your Chart of Accounts. All **Retained Earnings** account numbers must be exact, except for the prefix or Fund Designation characters. This is also true with the Interfund Balancing accounts. Each section of the chart of accounts operates as a unique function. When transactions occur, either directly in the General Ledger or through posting integration files from subsidiary modules, the system will automatically create entries to balance all funds involved.

The General Ledger system is very flexible in regards to the number of characters you can use to distinguish a **"fund."** However, the **"fund digits"** must be defined as the prefix of the Chart of Account number. In the General Ledger Master Configuration, you can tell the system how many characters to assign as the **"fund"** identifier. On the following pages, you will find a conceptual overview and examples on **Infinity POWER**'s Fund Accounting operations.

An example of a Chart of Accounts designed to work with the Fund Accounting operations is shown below:

A000000000	**MAIN FUND**
A011001000	Cash In Bank
A011009000	Interfund Balancing
A011201010	Accounts Receivable
A012001000	Accounts Payable
A012101000	FICA Tax Payable
A012102000	Withholding Tax - Federal
A012103000	Withholding Tax - State
A012109000	State/Local Sales Tax
A012113000	Accrued Insurance
A013502000	Retained Earnings
A013503000	Transfers To and From Funds
A014001000	Income
A017001000	Wages and Salaries
A017200000	Payroll Taxes
A018103000	Supplies
A018202000	Communications
A018400000	Occupancy Costs
A018500000	Purchase & Maint. - Equipment
A018700000	Travel & Transportation
A019400000	Miscellaneous Expenses

B000000000	**FUND #1**
B011001000	Cash In Bank
B011009000	Interfund Balancing
B013502000	Retained Earnings
B014001000	Income
B017001000	Wages and Salaries
B017200000	Payroll Taxes
B018103000	Supplies
B018202000	Communications
B018400000	Occupancy Costs
B018500000	Purchase & Maint. - Equipment
B018700000	Travel & Transportation
B019400000	Miscellaneous Expenses
C000000000	**FUND #2**
C011001000	Cash In Bank
C011009000	Interfund Balancing
C013502000	Retained Earnings
C014001000	Income
C017001000	Wages and Salaries
C017200000	Payroll Taxes
C018103000	Supplies
C018202000	Communications
C018400000	Occupancy Costs
C018500000	Purchase & Maint. - Equipment
C018700000	Travel & Transportation
C019400000	Miscellaneous Expenses

In this example, the Fund Designation is the first character of the Chart of Account number **(A,B,C).** This example also shows that the Main Fund has assets, liabilities, equity, income and expense accounts, while the other funds mostly contain income and expense type accounts.

However, this is only an example. You may have a full chart including all account types within each fund. An example of a check transaction illustrates how this process works. The entries that will be created by a transaction and the automatic entries the system creates for interfund balancing are also shown.

Below are the debits and credits for a Check Entry for supplies, entered into the system through the Record Journal Entries option.

Account Description	Debit	Credit
A011001000 Cash in Bank		**100.00**
B018103000 Supplies	**100.00**	

The General Ledger would make the entry above regardless if you were using the Fund Accounting operations.

However, in addition to the entries above, the entries shown below are produced automatically by the system to handle the interfund balancing.

Account Description	Debit	Credit
A011009000 Interfund Balance		**100.00**
B011009000 Interfund Balance		**100.00**

Whenever an entry is made that crosses a fund *(one leg of the transaction is from one fund and the other leg of the transaction is from a different fund)* the system will automatically produce entries using the Interfund Balancing account to balance that fund. These Interfund Balancing entries can be seen and printed on the Transaction Journal Reports and the General Ledger Report.

GENERAL LEDGER SYSTEM INTEGRATION

The General Ledger system integrates with all **Infinity POWER** modules. The integration is provided in either summarized or detailed form. Depending on how the Master Configuration is defined, transactions may be posted directly to the General Ledger automatically or may be performed by you on demand; daily, weekly, or monthly by using the Post Integration File Option.

The following outlines the integration:

- Each **Infinity POWER** module will create a General Ledger integration file *(assuming the module is specified as interactive with General Ledger and the "Automatically Post Integration Files" option is not turned on in the Master Configuration.).*
- This file will be updated as transactions are entered within the module.
- At any time, you may select the option to update General Ledger from your other modules. Based on your choice, the General Ledger system will either summarize all transactions by General Ledger account and post the summarized journal entry, or post all journal entries in detail from the integration file. After the update, the General Ledger system clears the integration file and prepares for new transactions.
- If you are utilizing the Fund Accounting operations, the system will automatically create entries to balance all funds involved in the transaction process. These entries can be seen by printing the Transaction Journals or the General Ledger Report.

- If the "Automatically Post Integration Files" option is turned on in the Master Configuration, all journal entries being created from each subsidiary module (such as Accounts Payable, Job Cost Main Module, Payroll and others) will be posted immediately to the General Ledger as each transaction is completed.
- If a subsidiary module, such as Accounts Receivable, utilizes a Sales Code that has an incomplete setup whereby there is no offsetting General Ledger account number to be used in the direct posting option, the offset will automatically be posted to the Suspense Account. Users should routinely print the Summarized Trial Balance (YTD) to insure there is no balance in the Suspense account. If there is, auditing should begin immediately on this account to correct the entries not only in the General Ledger but all affected subsidiary modules.

DATA FILE DESCRIPTIONS

The General Ledger module utilizes the following nine **(9)** data files:

1) **Master Configuration File**
2) **General Ledger Account File**
3) **Transaction File**
4) **Recurring Journal Entry File**
5) **Consolidation Entity File**
6) **Financial Statement File**
7) **Financial Statement Detail File**
8) **Overhead Batch File**
9) **Detail Batch File**

The following is a brief description of each of these files:

File Name	Description
Master Configuration File (filetype: **GL00**) (filename: **coGL0.dbf**, where **"co"** is the company number)	This file contains configuration information such as default accounts and journal descriptions.
General Ledger Account File (filetype: **GL01)** (filenames: **coGL1dy.dbf** and **coGL1dy.mdx**, where **"dy"** is the year)	These files contain the chart of accounts.
Transaction File (filetype: **GL02**) (filenames: **coGL2dy.dbf** and **coGL2dy.mdx**, where **"dy"** is the year)	These files contain the information pertinent to all journal entries that have been posted.
Recurring Journal Entry File (filetype: **GL04)** (filenames: **coGL4.dbf** and **coGL4.mdx**)	These files contain complete information for all recurring Journal Entries.
Consolidation Entity File (filetype: **GL05**) (filenames: **coGL5.dbf** and **coGL5.mdx**)	These files contain all information pertinent to each consolidation entity. However, once an entity has been consolidated, it creates its own data files with the consolidated entity number in place of **"co"** in the filename.

Financial Statement File (filetype: **GL06**) (filenames: **coGL6.dbf** and **coGL6.mdx**)	These files contain the overhead information for each financial statement set up in the system. This information consists of description, titles, sub-titles, footnotes, decimal usage and chaining preferences.
Financial Statement Detail File (filetype: **GL07)** (filenames: **coGL7.dbf** and **coGL7.mdx**)	These files contain the detail lines entered for the coding of the financial statements and are attached to the overhead information in the Financial Statement File.
Overhead Batch File (filetype: **GL10**) (filenames: **coGLA.dbf** and **coGLA.mdx**)	These files contain overhead information for each batch entry, such as batch number, description, and default journal number.
Batch Detail File (filetype: **GL11**) (filenames: **coGLB.dbf** and **coGLB.mdx**)	These files contain each transaction line for all batches.

PREPRINTED FORMS

The General Ledger module requires no special preprinted forms for any of the reports generated by the system. All reports print with all appropriate headings and formats on regular white paper.

MASKED FIELDS

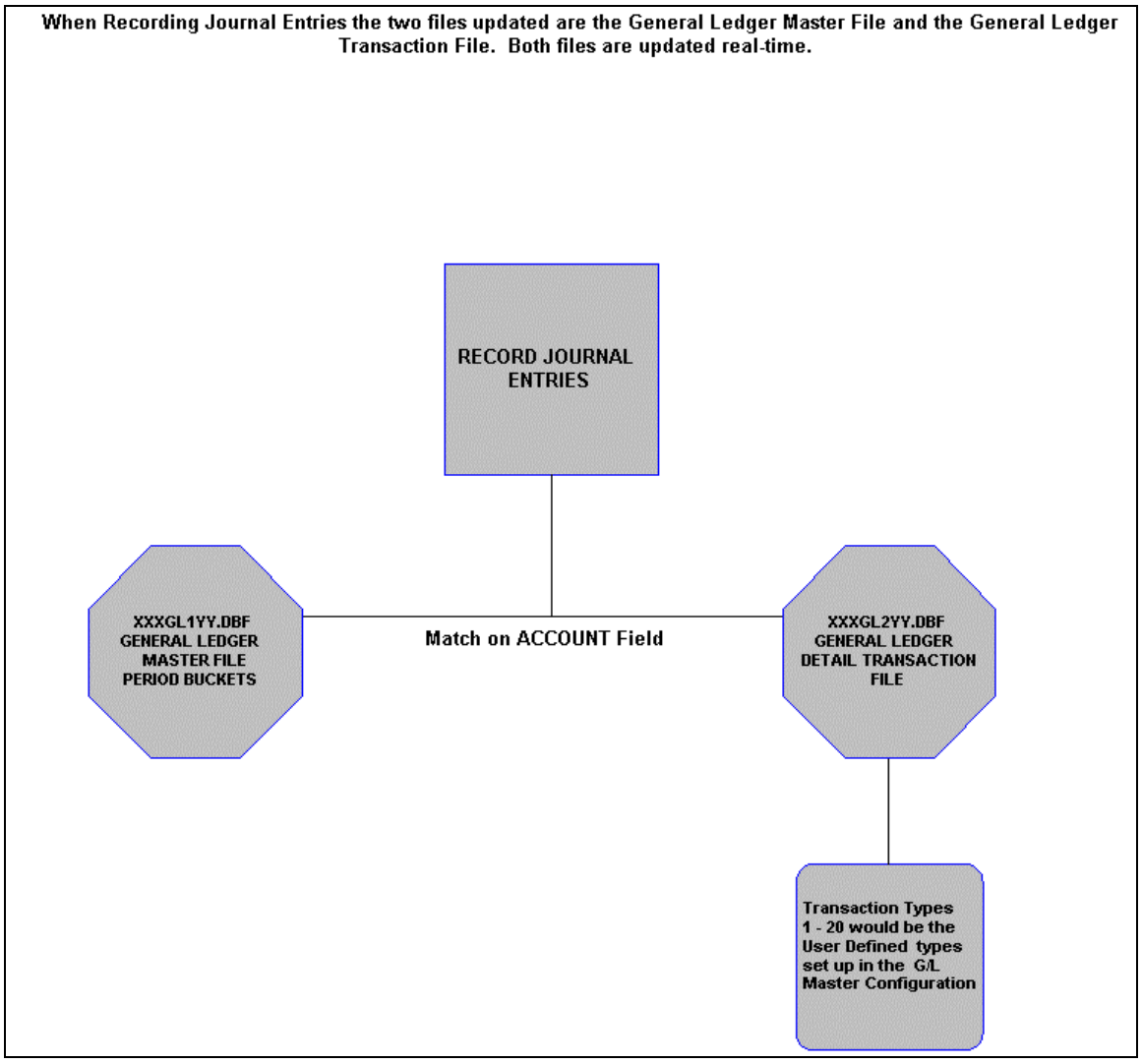
This following field may be **"Masked"** when generating reports from the system:

General Ledger Account Number

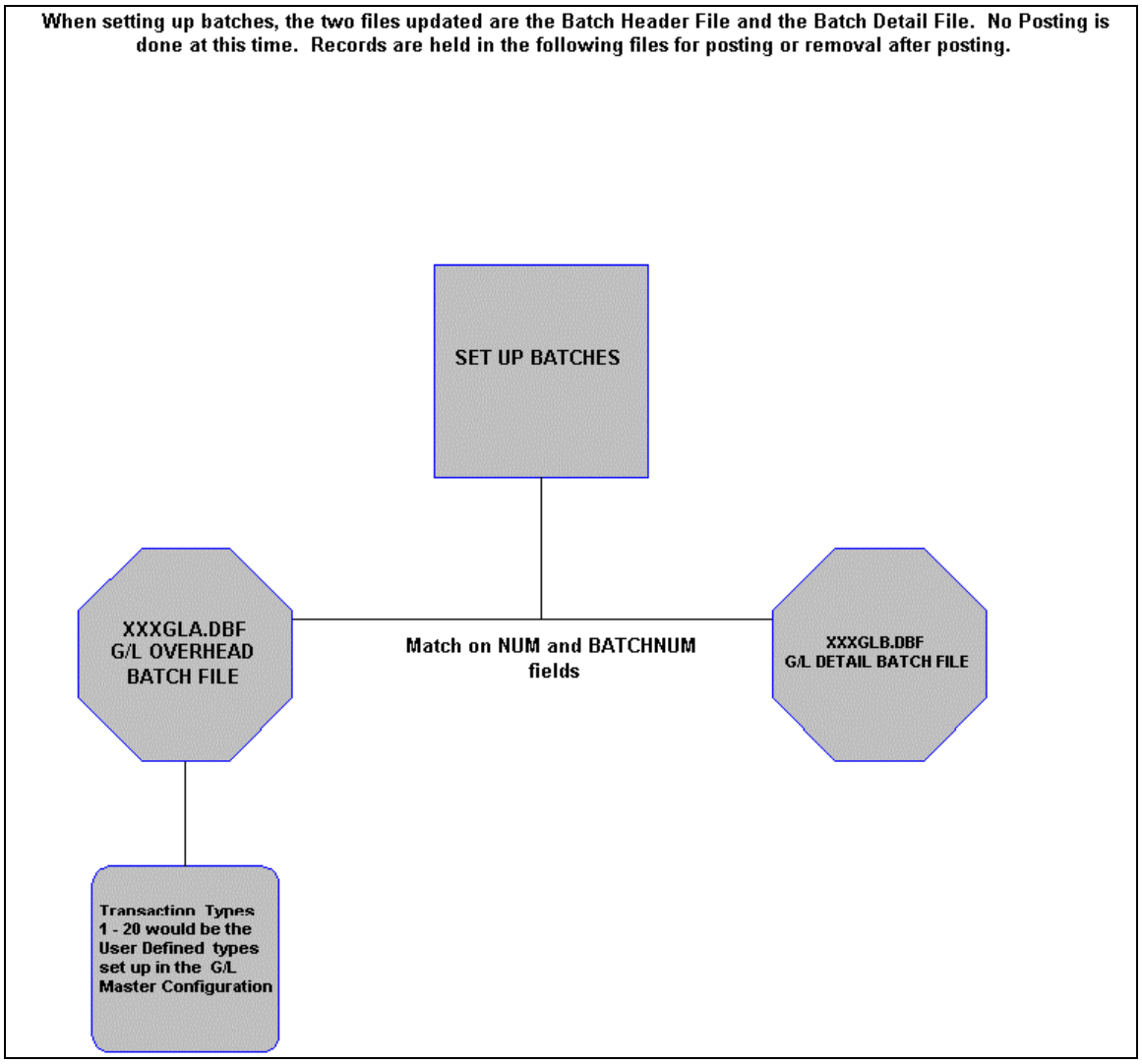
IMPORTING G/L TRANSACTIONS FLOWCHART

This section covers the processing flow for the different types of transaction processing in the General Ledger system.

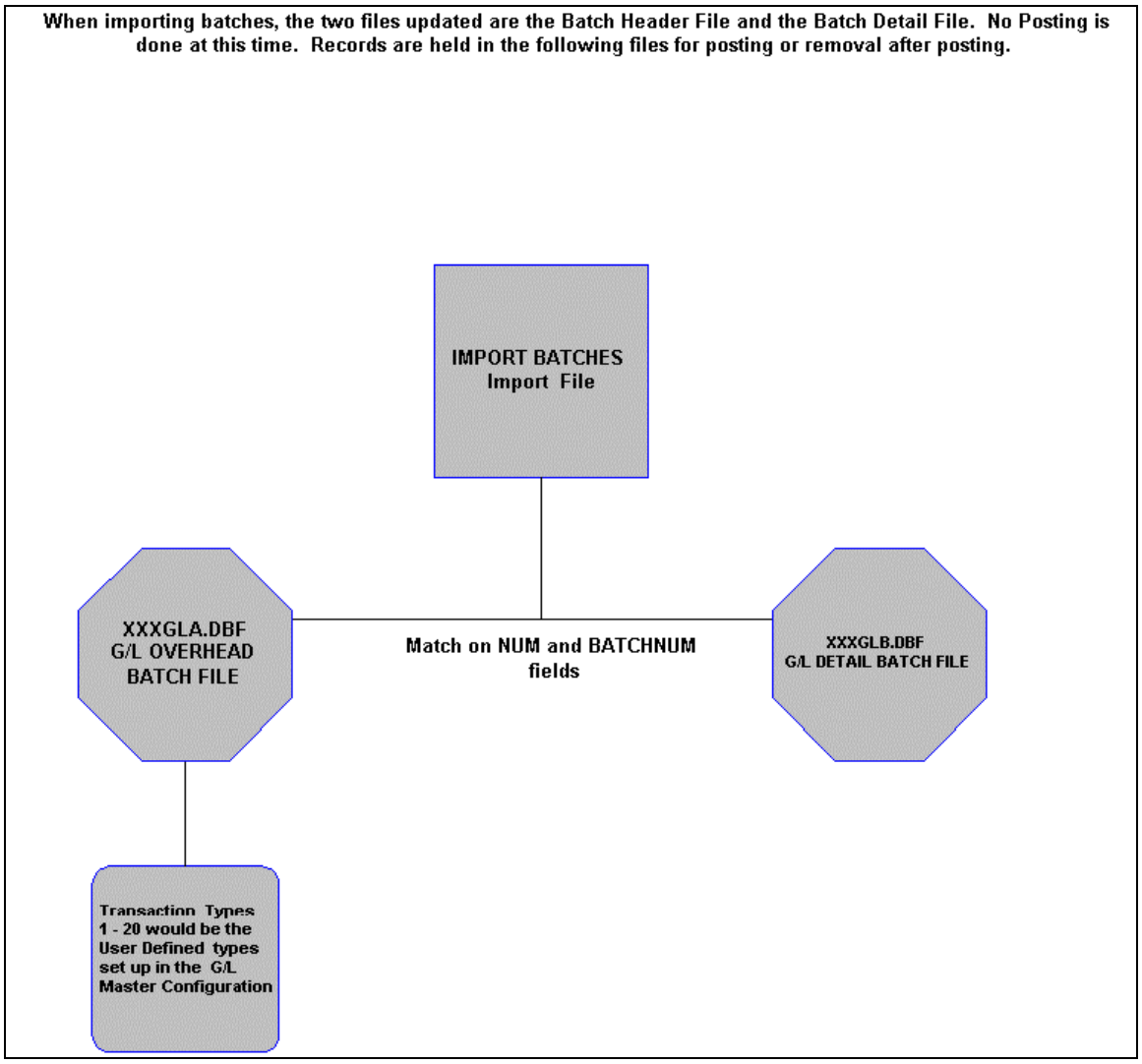
Record Journal Entries Flowchart


When Recording Journal Entries the two files updated are the General Ledger Master File and the General Ledger Transaction File. Both files are updated real-time.
RECORD JOURNAL ENTRIES
XXXGL1YY.DBF GENERAL LEDGER MASTER FILE PERIOD BUCKETS
Match on ACCOUNT Field
XXXGL2YY.DBF GENERAL LEDGER DETAIL TRANSACTION FILE
Transaction Types 1 - 20 would be the User Defined types set up in the G/L Master Configuration

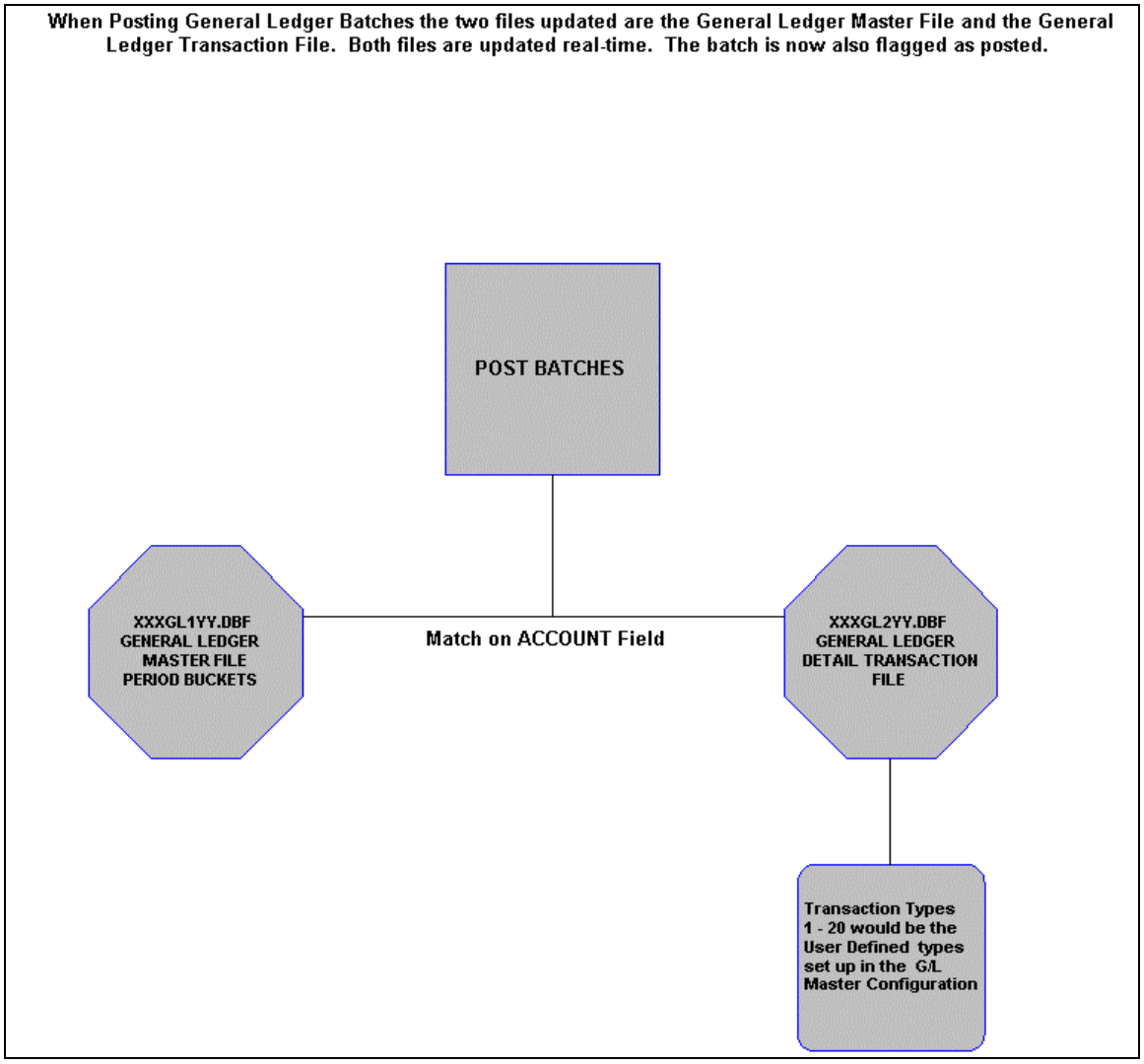
Set Up Batches Flowchart


When setting up batches, the two files updated are the Batch Header File and the Batch Detail File. No Posting is done at this time. Records are held in the following files for posting or removal after posting.
SET UP BATCHES
XXXGLA.DBF
G/L OVERHEAD
BATCH FILE
Match on NUM and BATCHNUM fields
XXXGLB.DBF
G/L DETAIL BATCH FILE
Transaction Types 1 - 20 would be the User Defined types set up in the G/L Master Configuration

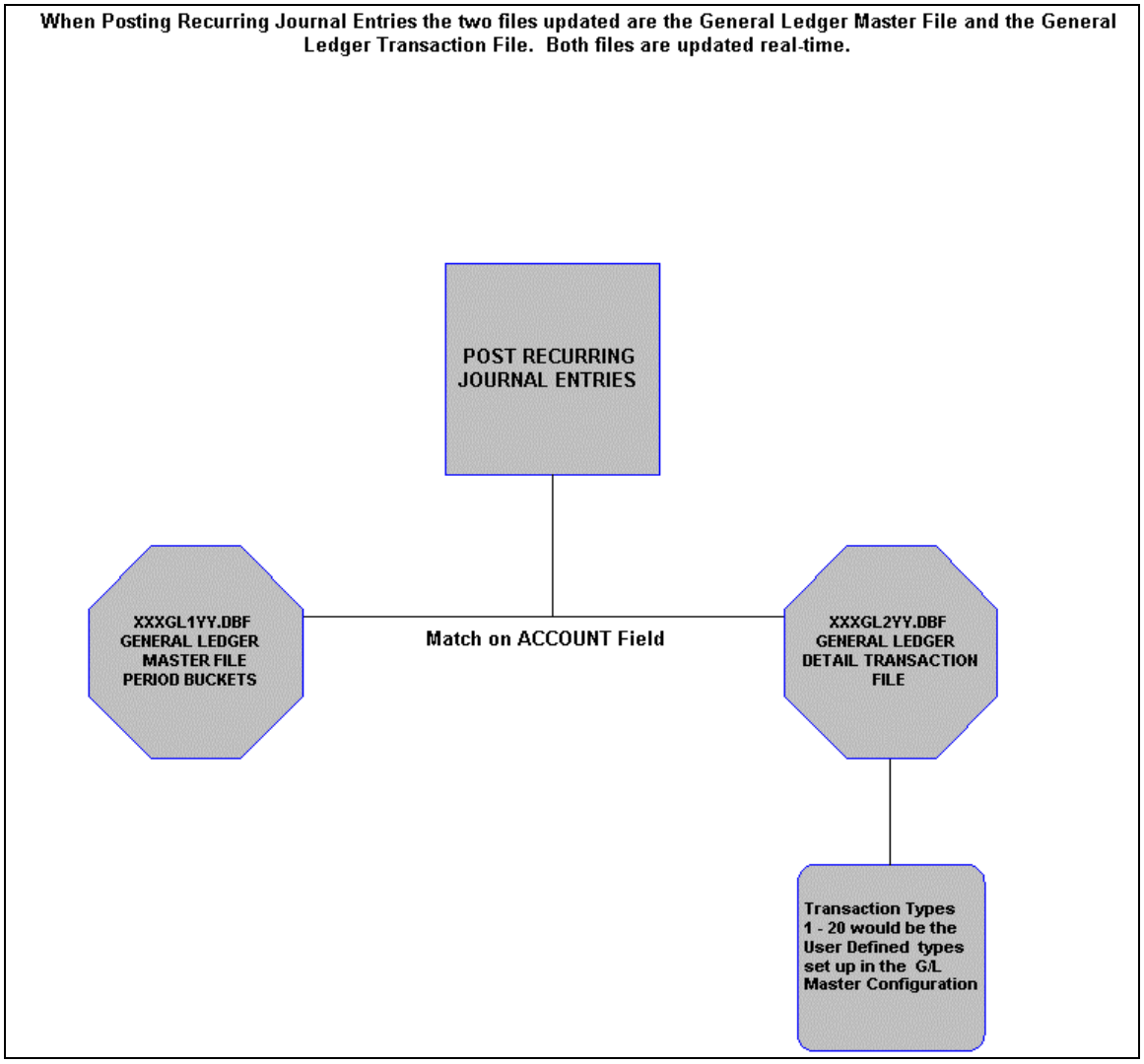
Importing Batches Flowchart


When importing batches, the two files updated are the Batch Header File and the Batch Detail File. No Posting is done at this time. Records are held in the following files for posting or removal after posting.
IMPORT BATCHES
Import File
XXXGLA.DBF
G/L OVERHEAD
BATCH FILE
Match on NUM and BATCHNUM fields
XXXGLB.DBF
G/L DETAIL BATCH FILE
Transaction Types 1 - 20 would be the User Defined types set up in the G/L Master Configuration

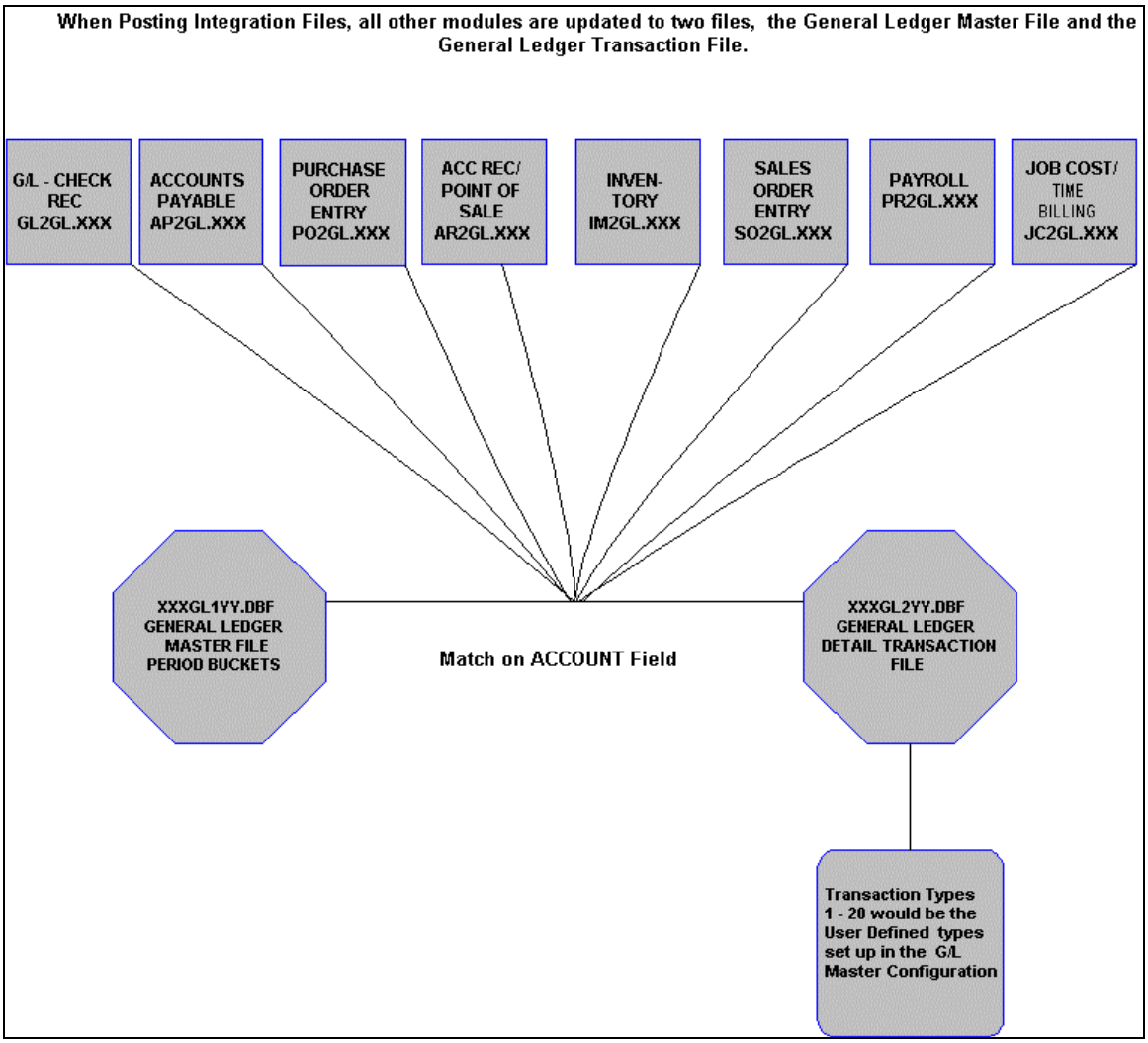
Posting G/L Batches Flowchart


When Posting General Ledger Batches the two files updated are the General Ledger Master File and the General Ledger Transaction File. Both files are updated real-time. The batch is now also flagged as posted.
POST BATCHES
XXXGL1YY.DBF GENERAL LEDGER MASTER FILE PERIOD BUCKETS
Match on ACCOUNT Field
XXXGL2YY.DBF GENERAL LEDGER DETAIL TRANSACTION FILE
Transaction Types 1 - 20 would be the User Defined types set up in the G/L Master Configuration

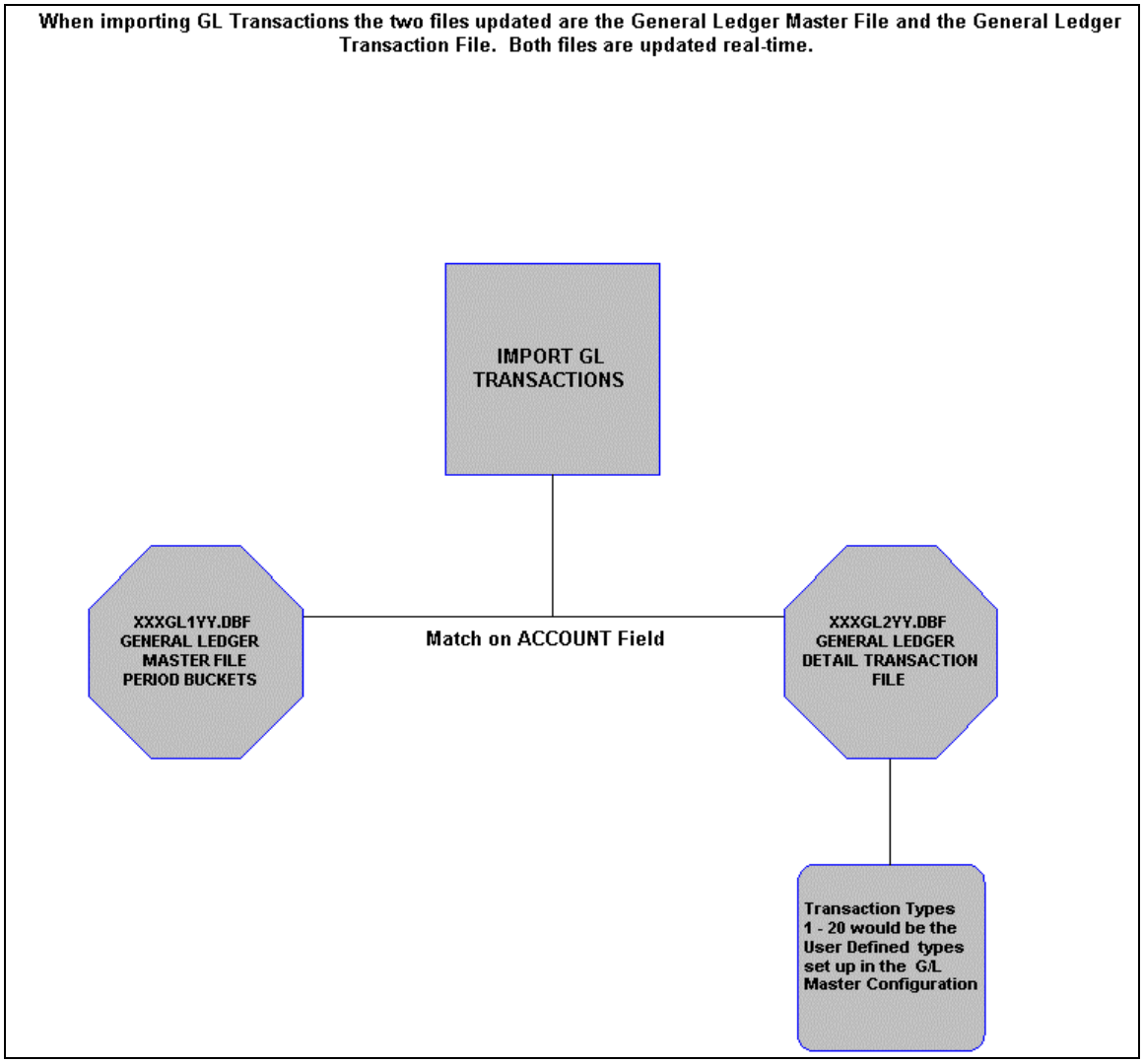
Posting Recurring Journal Entries Flowchart


When Posting Recurring Journal Entries the two files updated are the General Ledger Master File and the General Ledger Transaction File. Both files are updated real-time.
POST RECURRING JOURNAL ENTRIES
XXXGL1YY.DBF GENERAL LEDGER MASTER FILE PERIOD BUCKETS
Match on ACCOUNT Field
XXXGL2YY.DBF GENERAL LEDGER DETAIL TRANSACTION FILE
Transaction Types 1 - 20 would be the User Defined types set up in the G/L Master Configuration

Post Integration Files Flowchart


When Posting Integration Files, all other modules are updated to two files, the General Ledger Master File and the General Ledger Transaction File.
G/L - CHECK REC GL2GL.XXX
ACCOUNTS PAYABLE AP2GL.XXX
PURCHASE ORDER ENTRY PO2GL.XXX
ACC REC/ POINT OF SALE AR2GL.XXX
INVEN-TORY IM2GL.XXX
SALES ORDER ENTRY SO2GL.XXX
PAYROLL PR2GL.XXX
JOB COST/ TIME BILLING JC2GL.XXX
XXXGL1YY.DBF GENERAL LEDGER MASTER FILE PERIOD BUCKETS
Match on ACCOUNT Field
XXXGL2YY.DBF GENERAL LEDGER DETAIL TRANSACTION FILE
Transaction Types 1 - 20 would be the User Defined types set up in the G/L Master Configuration

Importing G/L Transaction Flowchart


When importing GL Transactions the two files updated are the General Ledger Master File and the General Ledger Transaction File. Both files are updated real-time.
IMPORT GL TRANSACTIONS
XXXGL1YY.DBF GENERAL LEDGER MASTER FILE PERIOD BUCKETS
Match on ACCOUNT Field
XXXGL2YY.DBF GENERAL LEDGER DETAIL TRANSACTION FILE
Transaction Types 1 - 20 would be the User Defined types set up in the G/L Master Configuration

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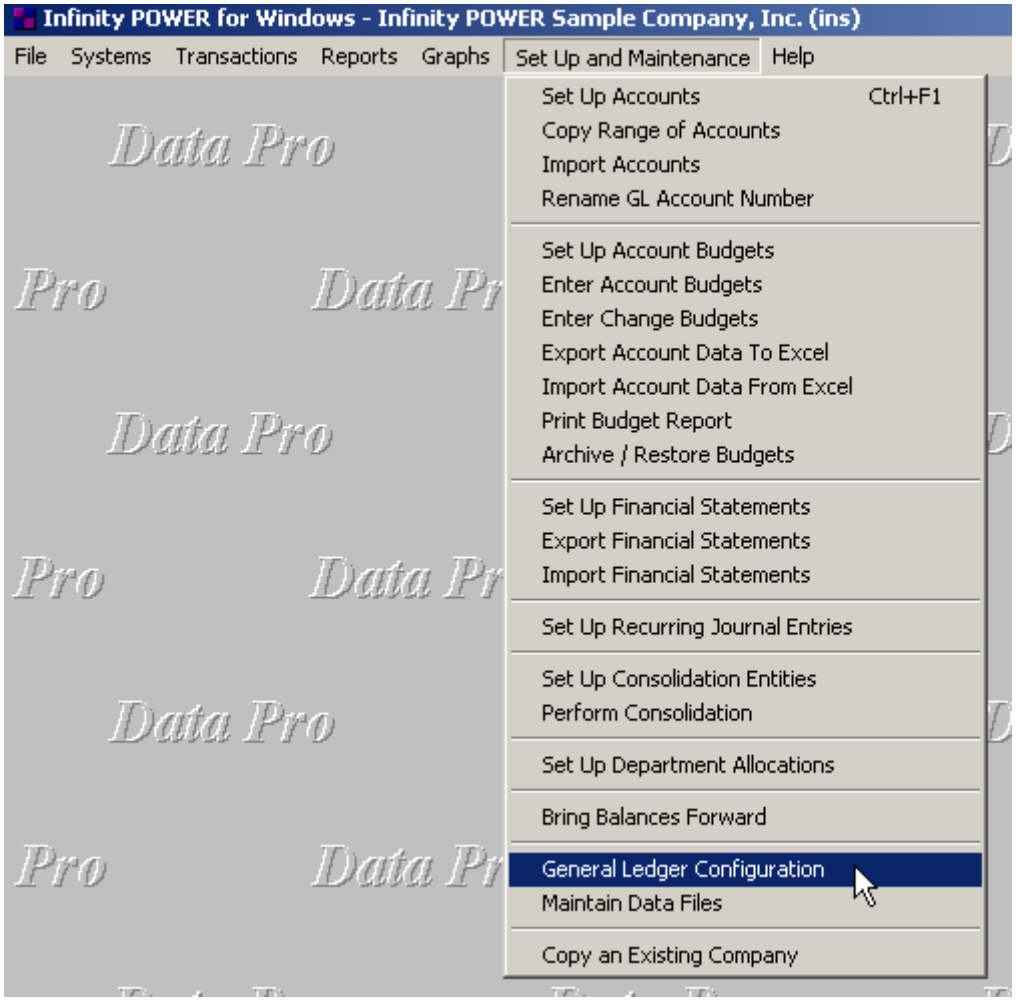
CHAPTER 2 SET UP AND MAINTENANCE

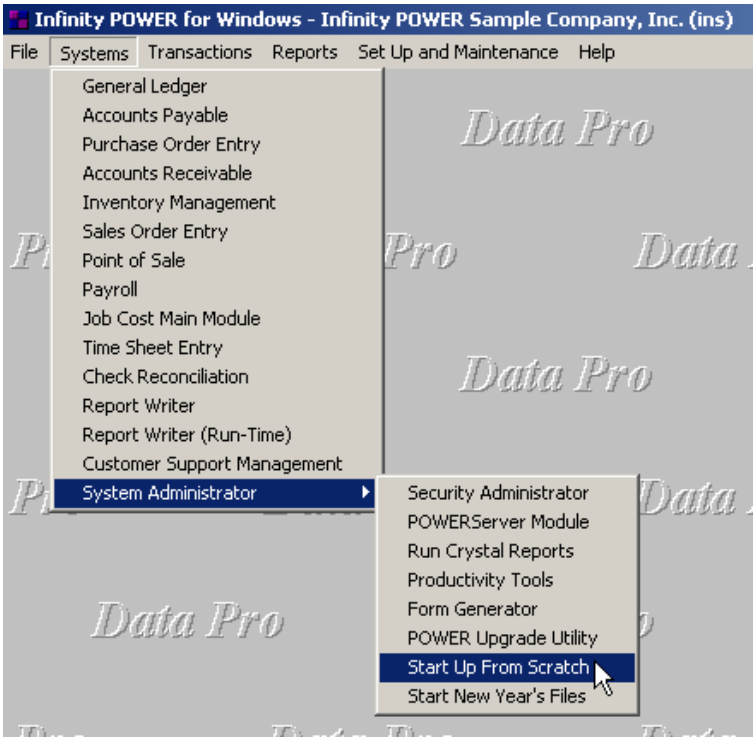
This chapter will provide you with a step-by-step procedure for the initial set up and maintenance of your General Ledger files. When you select this menu option, a complete list of choices will be displayed as shown on the following screen:



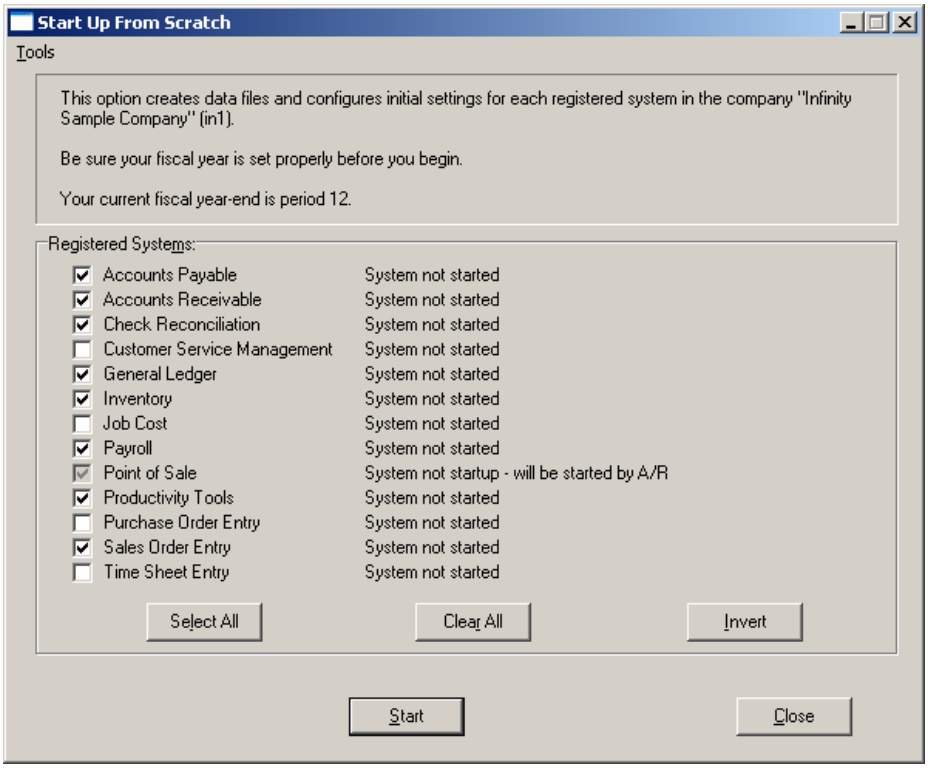
GENERAL OVERVIEW

Once you have installed your module(s) and reviewed the System Overview, ***(Chapter 1)***, you are ready to set up your master General Ledger files from scratch. Select the ***"Systems"*** option from the Menu Bar. Then, select the ***"System Administrator"*** option. Then, select the ***"Start up from Scratch"*** menu option as shown on the following screen.

"Start Up From Scratch" is utilized to set up your initial General Ledger and any other integrated accounting module data files for a particular company. This procedure is performed only once. Thereafter, your data files may be packed or re-indexed through the General Ledger option ***"Maintain General Ledger Files."***



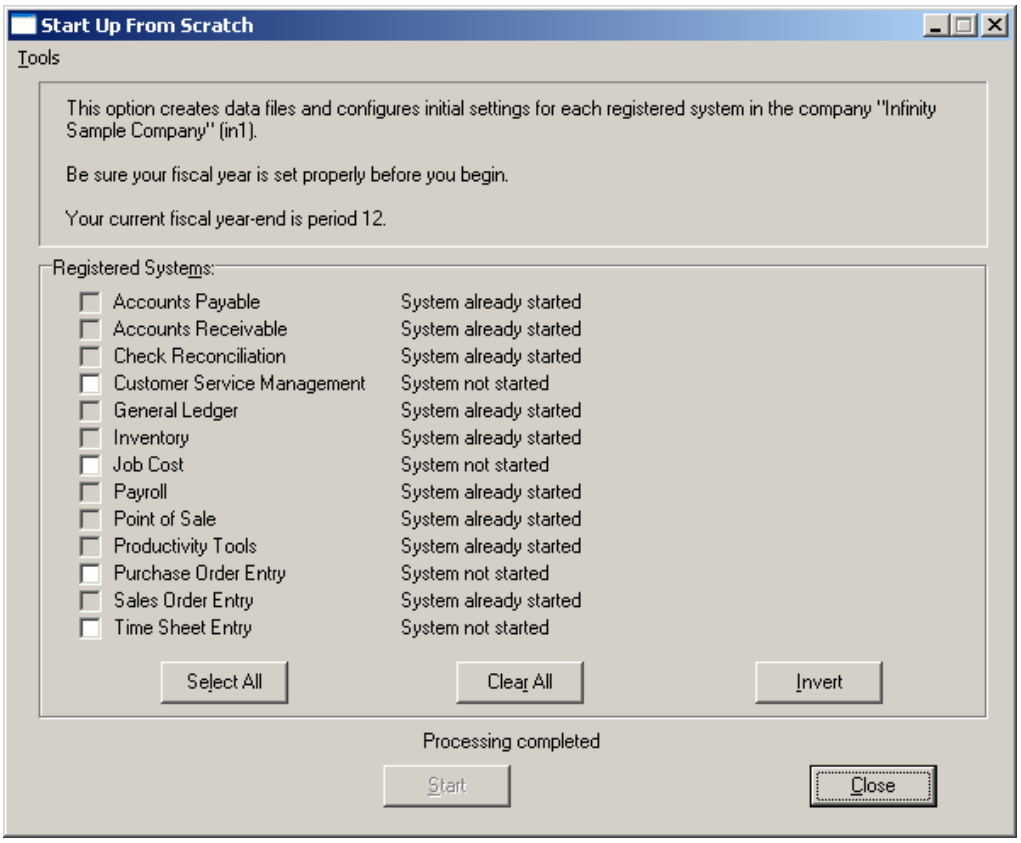
Once this option is selected, the following screen will appear showing a listing of all accounting modules that have been installed on your computer system.


Start Up From Scratch
Tools
This option creates data files and configures initial settings for each registered system in the company "Infinity Sample Company" (in1).
Be sure your fiscal year is set properly before you begin.
Your current fiscal year-end is period 12.
Registered Systems:
Accounts Payable System not started
Accounts Receivable System not started
Check Reconciliation System not started
Customer Service Management System not started
General Ledger System not started
Inventory System not started
Job Cost System not started
Payroll System not started
Point of Sale System not startup - will be started by A/R
Productivity Tools System not started
Purchase Order Entry System not started
Sales Order Entry System not started
Time Sheet Entry System not started
Select All
Clear All
Invert
Start
Close

This is an automated utility designed to simplify the process of creating all of the data files for each accounting module throughout the system. Users may choose to **"Select All"** accounting modules by <clicking> on this button which will check all modules and make them ready for processing. Otherwise, you may <click> on the **"Clear All"** button to undo your selections. The **"Invert"** button will reverse the order of all current selections.

Additionally, you may use your mouse to manually <click> on each module to <click> it on or off to be included in the startup process. Remember, modules such as Purchase Order require Accounts Payable to function. Sales Order Entry requires Accounts Receivable and Time Sheet Entry requires the Payroll data files. Point of Sale and Accounts Receivable share common files which is why it is so noted on the screen.

This step must be done for each company for which you intend to process data. To begin, <click> on the **"Start"** button. The following screen illustrates how the screen will change when the process is completed.


Start Up From Scratch
Tools
This option creates data files and configures initial settings for each registered system in the company "Infinity Sample Company" (in1).
Be sure your fiscal year is set properly before you begin.
Your current fiscal year-end is period 12.
Registered Systems:
Accounts Payable System already started
Accounts Receivable System already started
Check Reconciliation System already started
Customer Service Management System not started
General Ledger System already started
Inventory System already started
Job Cost System not started
Payroll System already started
Point of Sale System already started
Productivity Tools System already started
Purchase Order Entry System not started
Sales Order Entry System already started
Time Sheet Entry System not started
Select All
Clear All
Invert
Processing completed
Start
Close

<Click> on the **"Close"** button when done and then return to **"Systems"** and select the **"General Ledger"** module to continue with the configuration functions to be described from here.

The **General Ledger** system allows you the ability to custom configure your Chart of Accounts, Budgets, Financial Statements and more. Careful planning should be given when deciding on how to organize your Chart of Accounts because the account numbers will be used in sorting and retrieving accounts and grouping accounts on the financial statements.

When the system creates data files from scratch, the following data files are created:

File Name	Description
Master Configuration File (filename: coGL0.dbf)	This file contains your Master Configuration, Transaction Types, and Default Account Numbers.
General Ledger Account File (filenames: coGL1dy.dbf and coGL1dy.mdx)	These files contain the main Chart of Accounts for your company, the account balances and budgets for each month of the year, and the prior year's ending balance.
Transaction File (filenames: coGL2dy.dbf and coGL2dy.mdx)	These files contain each transaction entered into the General Ledger. This file is used when printing the Transaction Journals and the Audit Trails.
Recurring Journal Entry File (filenames: coGL4.dbf and coGL4.mdx)	These files contain the transaction information for the Recurring Journal Entries that may be automatically posted to the General Ledger on a periodic basis.
Consolidation Entity File (filenames: coGL5.dbf and coGL5.mdx)	These files contain the company numbers and percentages that can be consolidated by the General Ledger to produce a consolidation company from which financial statements may be printed.
Financial Statement File (filenames: coGL6.dbf and coGL6.mdx)	These files contain the overhead information for each financial statement set up in the system. This information consists of description, titles, subtitles, footnotes, decimal usage and chaining preferences.
Financial Statement Detail File (filenames: coGL7.dbf and coGL7.mdx)	These files contain the detail lines entered for the coding of the financial statements and is attached to the overhead information in the Financial Statement File.
Overhead Batch File (filenames: coGLA.dbf and coGLA.mdx)	This file contains the batch numbers, description, and default journal number for all batches in your system.
Detail Batch File (filenames: coGLB.dbf and coGLB.mdx)	This file contains all of the transaction entries for each batch in your system.

NOTE

Attempting to execute this option after these files have already been set up will result in a warning message that will not permit you to execute this option again.

This option, does not add any records to these files, it simply creates the data files. In the following options you will have the choice to either set up your General Ledger entirely from scratch or copy either the Sample Company file formats or another company's format as they already exist.

Once the files are created, <click> on the **"Close"** button to return to the Menu Bar.

NAVIGATION TOOLS

Within this module there are numerous references to navigation. The following navigation buttons are defined for reference when used through this chapter.

Navigation Button	Function
	Selects the first record.
	Selects the previous record.
	Selects the next record.
	Selects the last record.
	Scroll view. Selects a specific record from a list.
	Creates a record.
	Modifies the current record.
	Deletes the current record.
	Creates a record based on the current record.
	Maintains notes for this record.
	Displays record timestamp information.

COPY AN EXISTING COMPANY (GL0503)

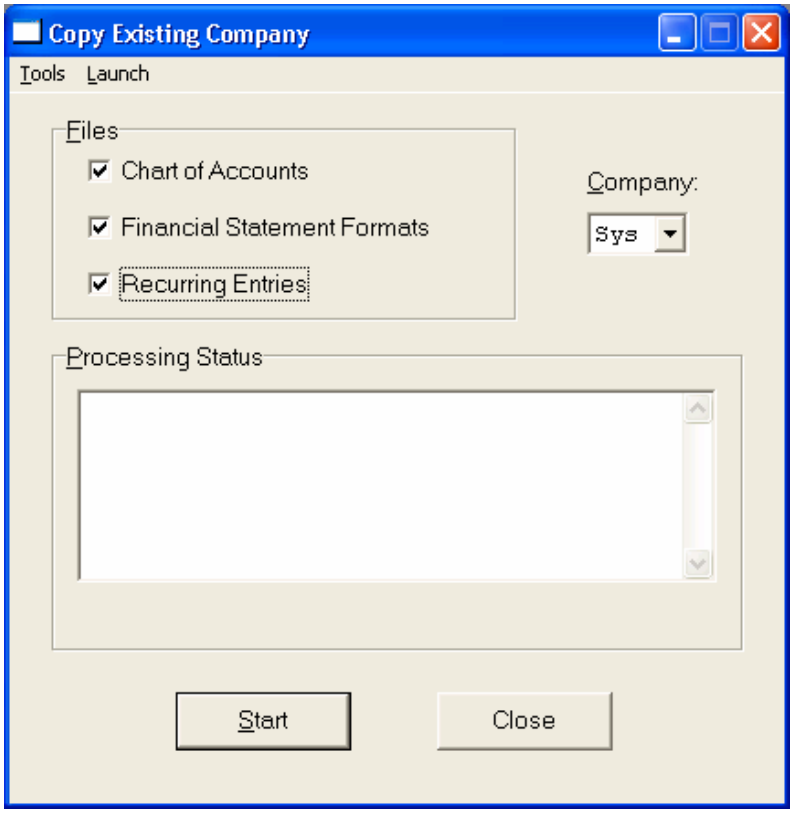
From the ***"Set Up and Maintance"*** Menu Bar, the last choice at the bottom is an option that will allow you to copy the information from another company's data files or from the default company **"SYS"** that is included with the General Ledger system. This is an optional feature, but it is very useful when several companies' files must be set up or when you have had little experience in setting up general ledgers.

It is highly recommended that you at least copy the Financial Statement Format files. These include the Balance Sheet, Income Statement and Statement of Cash Flows. This will provide a good example to work with when setting up your financial statement formats.

After selecting this option, a screen will appear displaying the following three choices:

- **Chart of Accounts**
- **Financial Statement Formats**
- **Recurring Entry File**

You may select the individual files to copy or choose to copy all of the data files by <clicking> on each one of the three choices.



After selecting which files to copy, you will be asked for the company number to copy the files from. A pull down box contains a list of existing companies that you have already set up or **"SYS"** to copy the files from the default company.

NOTE

You must have already selected the option, ***"Start Up From Scratch"*** before this option can be executed.

Once the copy procedure is completed, the system will send a message back saying that the procedure has been successfully completed. <Click> on the **"Close"** button to exit from this screen.

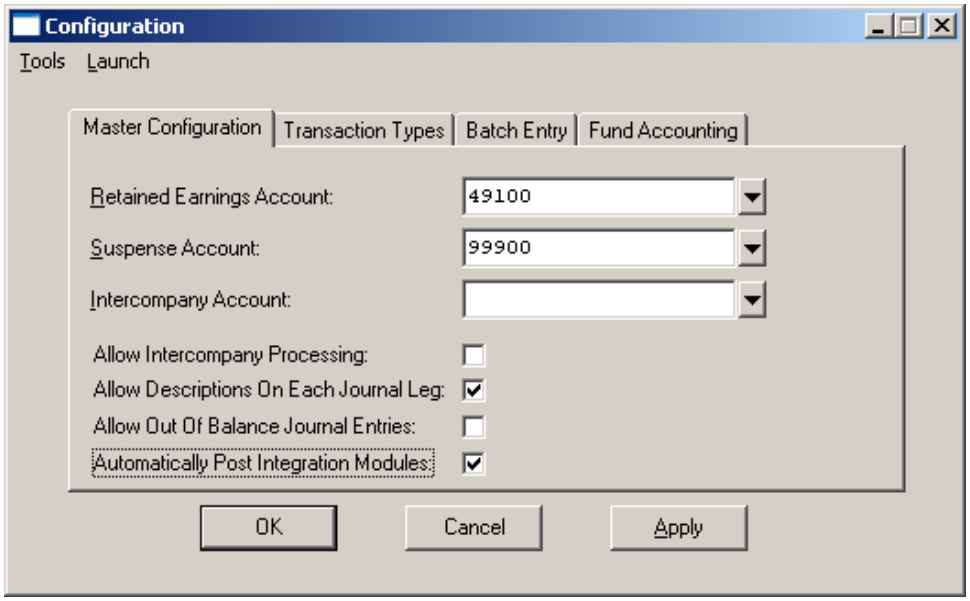
GENERAL LEDGER CONFIGURATION (GL0415)

This option allows you to change the default General Ledger configuration. This includes changing the default account numbers, transaction types, determining whether or not you will be using Intercompany processing, configuring the batch file entry and the set up of Fund Accounting defaults.

A default configuration is already built into your General Ledger module. However, you may prefer to change this configuration to meet your company's specific requirements. If you decide to assume the default values, please review them carefully before you begin processing.

After selecting this option, a screen will appear displaying the following four folders:

- **Master Configuration**
- **Transaction Types**
- **Batch Entry**
- **Fund Accounting**



As you proceed to select each option, enter all required changes *by* simply positioning the cursor where the change is required or assume the default values and <click> on the **"OK"** button to save your changes.

The default values include account numbers, which are coordinated to the default company. If you wish to use your own internal account numbers, these default account numbers must be changed to match the account numbers you will be using.

Master Configuration

The Master Configuration screen will display the seven data items necessary for configuring your General Ledger defaults.

Retained Earnings Account	Default: **35000** This is the account number, which will be used by the system when you close the General Ledger file for the year and start a new year. The net income will be calculated and that value will be posted to this account. **NOTE**: If you are utilizing the **Fund Accounting** operations, it is imperative that the **Retained Earnings** account number is entered in the Master Configuration as a standard. Every Retained Earnings account, for each fund must match the format of the account number, as it is entered here.
Suspense Account	Default: **99900** This account will hopefully never be used by the system. However, if for some reason, one of the other default account numbers cannot be found in the General Ledger Account File during processing, the amount will be posted to this account. This will enable you to later add the account, which was not found, and then adjust the accounts correctly through a normal journal entry. If this account **(99900)** is not found in the General Ledger Account File when it is needed, the system will create the account with the description **"ERROR ACCOUNT."**
Intercompany Account	Default: **08100** This account is used during Intercompany processing. If you will not be doing any processing between two or more companies, this account may be left blank. When entering a journal entry, you may select different companies with different account numbers to debit or credit ***(if you have turned on the Intercompany processing feature)***. The journal entry itself must balance to zero before validating; but the amounts posted to each company may not balance. To keep each company's Chart of Accounts in balance, the Inter-company account will be used to post the necessary offsetting debit or credit.
Allow Intercompany Processing	Default: **OFF** The General Ledger has the ability to process between companies while posting transactions. If this option is turned **"on,"** while entering a journal entry you will be asked for the company number on each leg of the entry. If you only have one company, or do not need to post to multiple companies at the same time, this option should be turned **"off."** This will reduce the number of questions you must answer during the posting process.
Allow Descriptions on Each Journal Entry Leg	Default: **ON** The General Ledger will allow you to enter a separate description for each **"leg"** ***(Account Number and Debit or Credit)*** of a journal entry. This will provide a more detailed audit trail of transactions that have been entered. If this option is turned **"off,"** the program will skip over the description question on each leg of the entry, which will speed up the entry process.

Allow Out Of Balance Journal Entries	Default: **OFF** The General Ledger will normally not allow you to validate a journal entry until it is in balance ***(e.g., Debits equal Credits)***. However, there may be instances in which an out of balance transaction might be useful. To post a one-sided entry, you would turn this option **"on,"** record a journal entry and turn this option **"off."** If this option is turned **"off,"** the program will not allow an out of balance journal entry. If this option is turned **"on,"** the program will not check the entry to verify that it is in balance.
Automatically Post Integration Files	Default: **ON** The General Ledger will allow direct posting of all journal entries from the various subsidiary modules *(i.e. Accounts Payable, Job Cost Main Module, Payroll, etc.)* as each transaction is entered into the system when this option is <clicked> to **ON**. This is for real time posting to the General Ledger. If users would prefer to have their entries post to an Integration File which may be reviewed before the integration is posted to the General Ledger, this option should be <clicked> **OFF**.

NOTE

It is strongly recommended that you leave the option turned to **"Allow Out of Balance Journal Entries"** to **"OFF."**

As you proceed to select each option, enter all required changes *by* simply positioning the cursor where the change is required or assume the default values and <click> on the **"OK"** button or the **"Apply"** button to save your changes.

Transaction Types

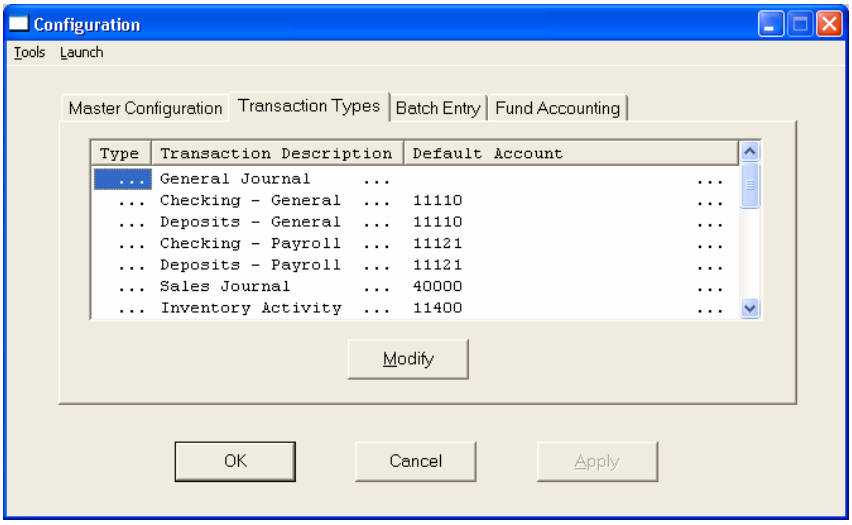
The General Ledger system can track up to twenty different transaction types or journals. These may include Checks, Deposits, Sales, etc. Instead of limiting you to three or four ***"Catch All"*** types of journals such as General Journal or Check Register, the system allows you to create up to twenty **(20)** different journals and describe them as you see fit.

Therefore, if **"Cash Disbursements Journal"** sounds better to you than **"Check Register,"** then you have the flexibility to change it. When entering a journal entry, the system will ask you for a transaction type, which must be one of the types defined in this option. There is no requirement that all twenty transaction types be defined. The system does, however, require that at least one transaction type be set up to post all transactions through.

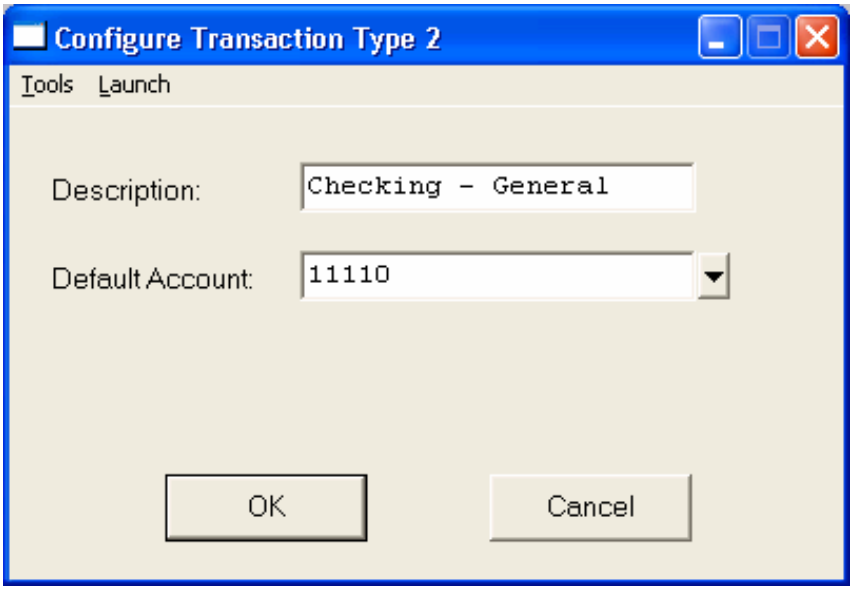
The other accounting modules include an option to define the General Ledger Journal Number ***(transaction type)*** for any transactions posted to General Ledger from that module. The number used in the other modules should correspond to the appropriate journal you designate in this option.

This option will allow you to define or change the transaction type description and the default balancing account for each of the twenty journals. The balancing accounts are used by your system to allow quick balancing of a journal entry by <clicking> the "**Auto Balance"** button during the ***"Record Journal Entries"*** and ***"Set Up Batches"*** options. The default values include the journal descriptions that are normally used. The default account numbers are those from the default company for General Ledger.

To modify an existing Journal or to name one of the additional journals, simply <click> on the journal number and then <click> on the **"Modify"** button.



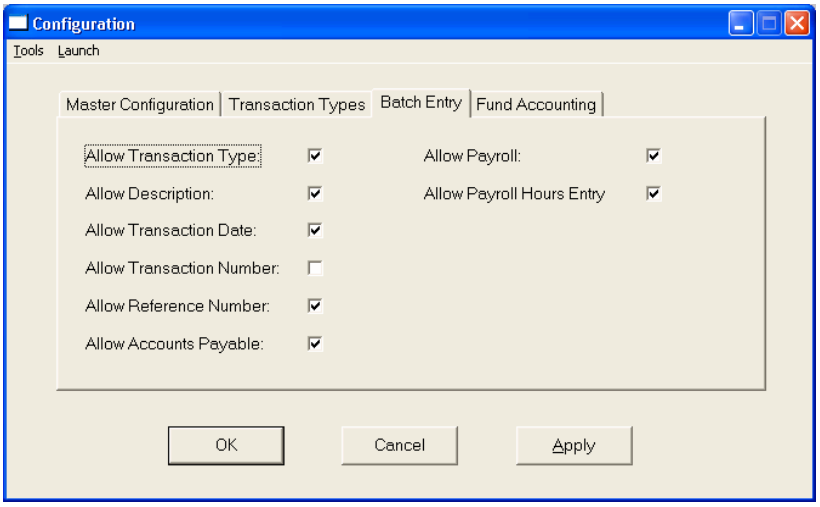
A screen will appear and prompt you for the Journal Name and the default account number.



While your cursor is positioned on the default account number field, you may press the **Down Arrow** ***(F2 by default)*** to gain access to the account listing. You may choose to search for accounts by account number or description.

Batch Entry Configuration

The entry screen for Batch Processing can be configured to your preference by turning each of these data items off or on.



The following describes the effect each of these items has on the batch entry screen.

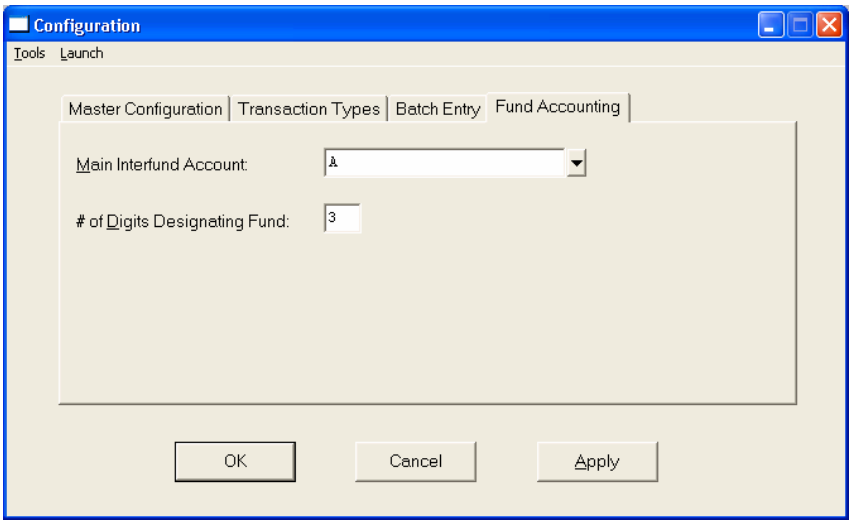
Allow Transaction Type	Default: **ON** This data item defines the transaction type or number that the transaction line will be posted to. If this item is turned **"off,"** the line will be posted to the default transaction type of the batch.
Allow Description	Default: **ON** This data item contains a thirty **(30)** character description of the transaction line. If this item is turned **"off,"** the description will default to the description of the batch.
Allow Transaction Date	Default: **ON** This data item contains the transaction date of the transaction line. If this item is turned **"off,"** the date will default to the current system date.
Allow Transaction Number	Default: **ON** This data item contains a ten **(10)** character transaction number of the transaction line. If this item is turned **"off,"** the transaction number will be left blank.
Allow Reference Number	Default: **ON** This data item contains a five **(5)** character reference number of the transaction line. If this item is turned **"off,"** the reference number will be left blank.
Allow Accounts Payable	Default: **ON** This data item specifies to the system that you will be entering **"after-the-fact"** Accounts Payable entries in the Batch Processing Options. This default must be turned on if you wish to utilize the Batch Processing feature which allows the entry of Accounts Payable transactions.

Allow Payroll	Default: **ON** This data item specifies to the system that you will be entering **"after-the-fact"** Payroll entries in the Batch Processing Options. This default must be turned on if you wish to utilize the Batch Processing feature which allows the entry of Payroll transactions.
Allow Payroll Hours Entry	Default: **ON** This data item can only be accessed if you have turned on the option to **"Allow Payroll"**. This indicates whether or not you want the system to ask for the quantity of hours during the entry of Payroll. These quantities will print on the **"Batch Edit Report"** for verification of an employee's hours worked during a Payroll cycle. It is important to turn this option on if you wish to use the Personal Time Tracking feature which will automatically deduct the appropriate amount of hours ***(Vacation, Sick, Personal, etc.)*** from an Employee's master file. These hours will also be updated in a Department's Historical Master File if you are running a departmentalized payroll system.

As you proceed to select each option, enter all required changes *by* simply positioning the cursor where the change is required or assume the default values and <click> on the **"OK"** or the **"Apply"** button to save your changes.

Fund Accounting

The Fund Accounting Configuration screen will display two data items necessary for configuring your General Ledger to operate with Fund Accounting principles.



Main Interfund Account	This is the account number, which will be used by the system to create balancing entries. These entries are made by transactions, which are entered, and the entries cross funds. Each **"fund"** must contain this chart of account number, in respect to that fund's designation character. For example, if you have configured the system to use a one **(1)** character fund designator, and you have three **(3)** funds **(A,B,C)**, you must have an Interfund account number assigned to each fund. The format of that chart of account number must be consistent. Therefore, you may have Interfund accounts set up like **A**011009000, **B**011009000, **C**011009000. Where the **"A"** fund is your **Main Fund**, it is the account number that should be defined in this field.
# of Digits Designating Fund	This data item defines how many characters in the Chart of Account number are to be assigned as the **"Fund Designator."** The Chart of Account number may be up to twenty **(20)** characters *(alpha/numeric)*. The Fund Designation must be left justified in the account number. Therefore, you are assigning the first so many characters for the Fund Designator. For more information on Fund Accounting, please refer to the ***"Fund Accounting with Automatic Inter-fund Balancing"*** in Chapter 1. As you proceed to select each option, enter all required changes *by* simply positioning the cursor where the change is required or assume the default values and <click> on the **"OK"** or the **"Apply"** button to save your changes.

When you are done making your Master Configuration selections, select the **"OK"** button and you will return to the Menu Bar.

SET UP ACCOUNTS

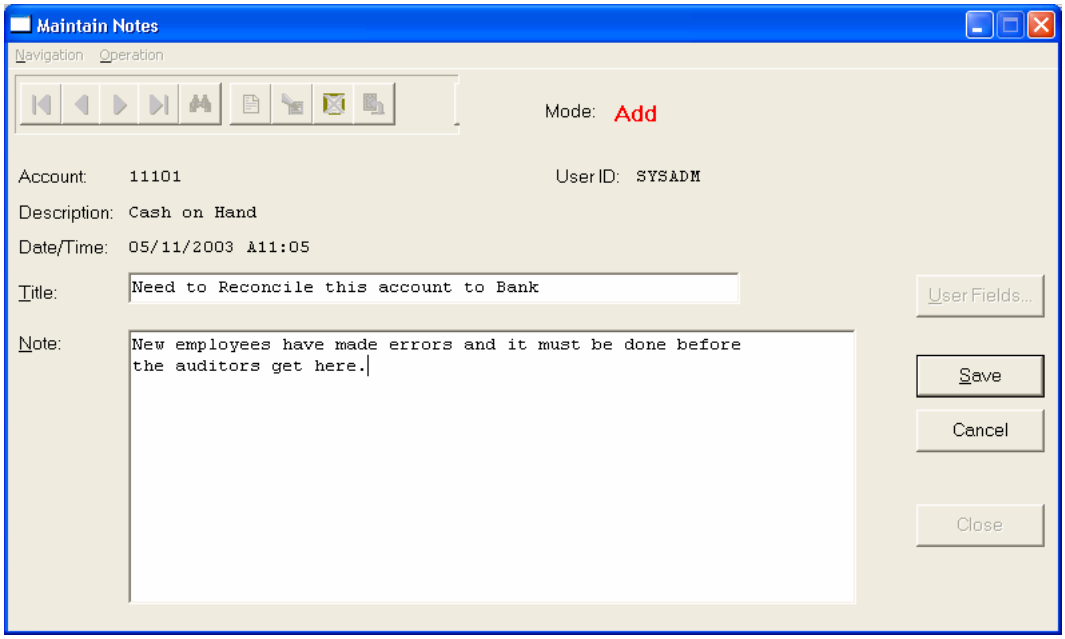
This section discusses the ways to set up *(or create)*, modify, delete, and copy General Ledger account numbers. Each of the accounts in your Chart of Accounts has a number assigned to it. This number can be up to twenty **(20)** characters *(alpha/numeric)*. It is normally three to ten **(10)** characters.

The numbering sequence is user-definable, but should be well planned to insure easy retrieval of accounts and for reporting purposes. **Chapter 1** of this manual describes how to organize your account numbers the most efficiently.

Select the ***"Set up and Maintenance***" option from the Menu Bar. Then, select the ***"Set Up Accounts"*** option. A screen will appear with several processing options. From this screen, you may choose to **"navigate"** either through the Menu Bar or by <clicking> on the first set of buttons. You will have the choice of going to the first record in the file, the next record, the previous record, the last record or a specific record in the file *(which can be based on a search routine).* You are automatically in **"Inquiry"** mode when you select this option.

You may add **"notes"** to any General Ledger Account that may be viewed on the screen for additional information or planning. This may be done when viewing an inquiry, adding a new account, changing an existing account or copying an account.

By <clicking> on the **Note Pad Button**, a screen will appear that will allow you to add or review free-form notes.



If you are adding a new record, navigation is not required. <Click> on the ***"Create a New Record"*** button or choose the ***"Operation"*** option from the Menu Bar and then ***"Add."*** A screen will appear with the current data and time. You will be prompted for a description of fifty **(50)** characters which is used as part of the display when selecting to review existing notes. Each note recorded has up to ten **(10)** lines of fifty characters each which may be used for your free-form notes.

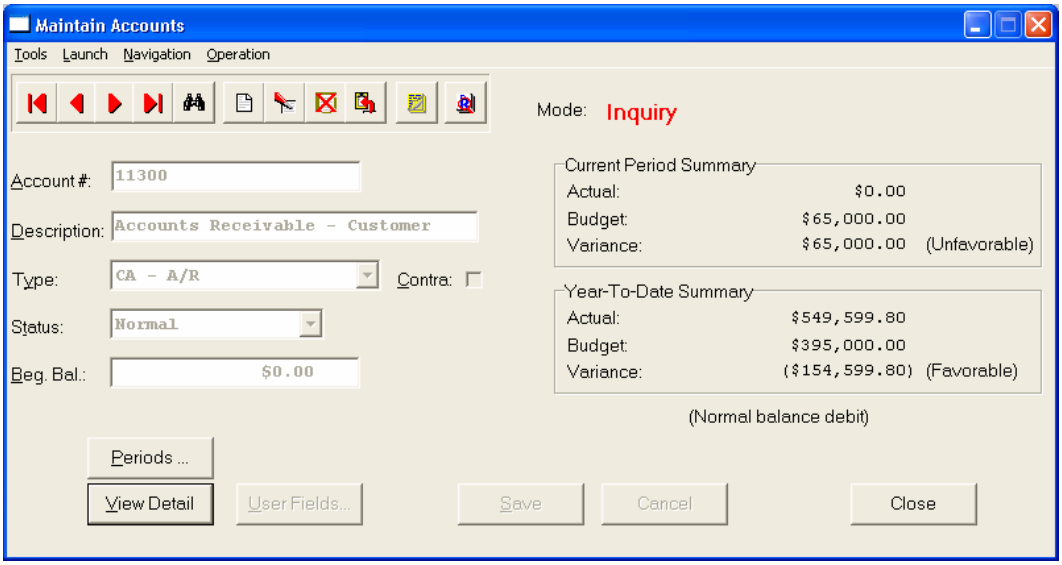
Once notes are added to the file, they can be reviewed at any time by accessing the account through an inquiry mode or a change mode and then <clicking> on the **Note Pad Button**. Once this screen is displayed you will have the tool bar navigation options to select the first detail record, select the next record detail, select the previous record detail, select the last record in the detail list or search through the detail records. You may then view the notes for this record.

If you have set up **User-Definable Fields** in either the **Windows Character-based** or **UNIX** products, you will be able to view and change data information in these fields. By <clicking> on the **"User Fields"** button, you will access an additional screen of data fields. If you are in an **Inquiry Mode**, then you will be able to view these fields. If you are in a **Change** or **Copy Mode**, you will be able to modify the information in these fields. You must make sure that your ***General Configuration*** options are set up to allow access to **User-Definable Fields**.

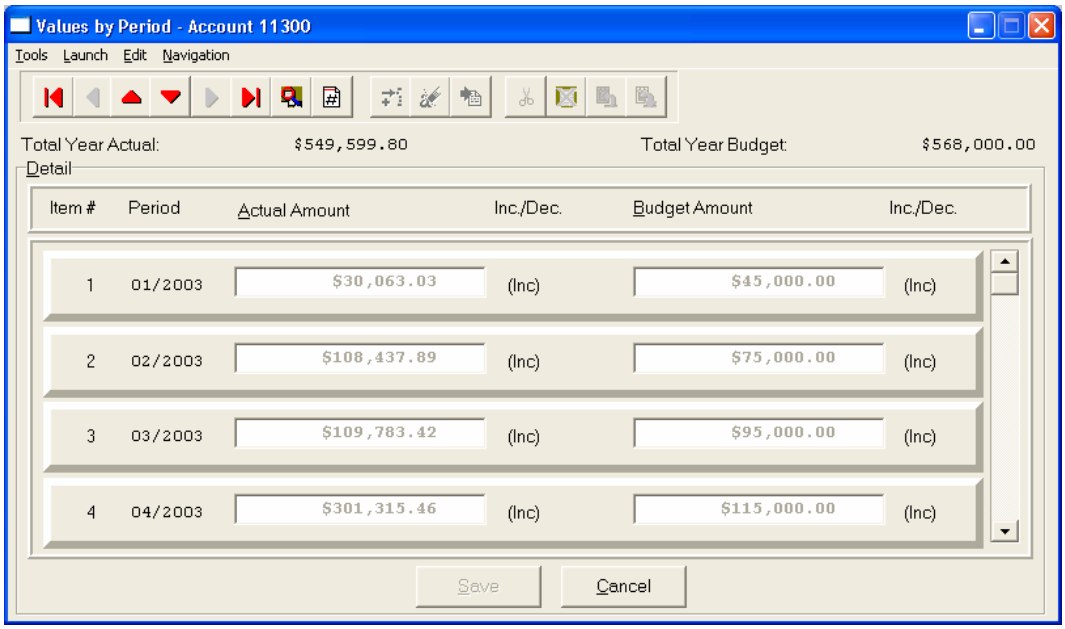
Inquiry Mode (GL0400)

The **"Inquiry"** mode provides a quick look at Month-To-Date and Year-To-Date account balances compared to their budgets. A variance is displayed indicating whether it is favorable or unfavorable. A favorable account variance is one that is under budget. An unfavorable account is one that is over budget. The system automatically adjusts for certain account type exceptions such as Sales and Assets, where it would be favorable to be over budget and unfavorable to be under budget.

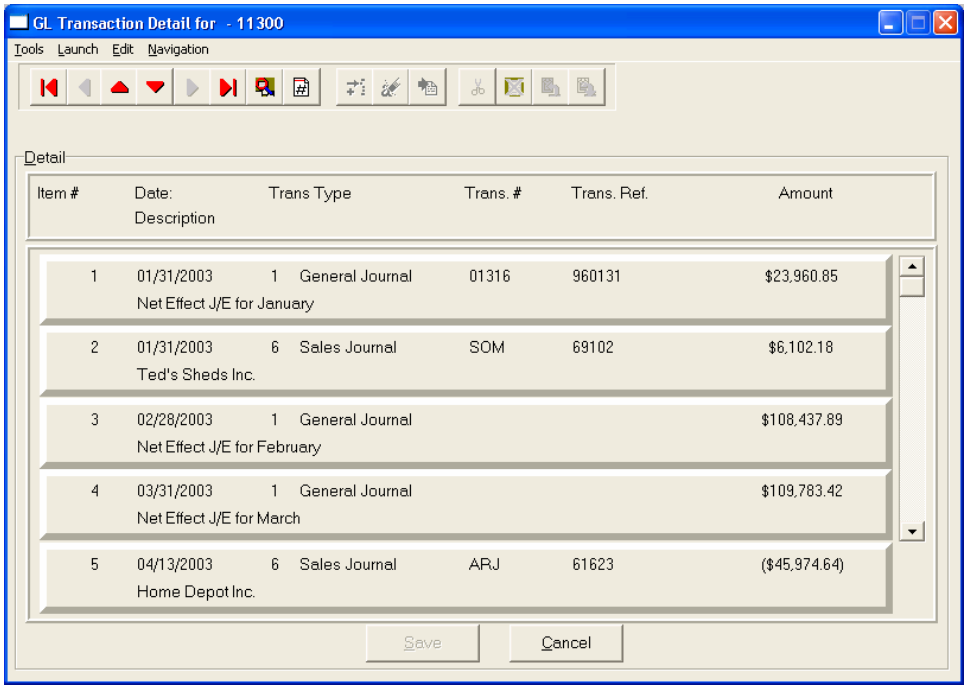
Once the account has appeared on the screen, you may review the account information. This information includes the account number, description, account type, contra flag, status and the Month-To-Date and Year-To-Date actual, budgets and variances.



The **"Periods"** button will allow you to view actual and budget amounts for each individual period for this account number.


Values by Period - Account 11300
Tools Launch Edit Navigation
Total Year Actual: $549,599.80
Total Year Budget: $568,000.00
Detail
Item # Period Actual Amount Inc./Dec. Budget Amount Inc./Dec.
1 01/2003 $30,063.03 (Inc) $45,000.00 (Inc)
2 02/2003 $108,437.89 (Inc) $75,000.00 (Inc)
3 03/2003 $109,783.42 (Inc) $95,000.00 (Inc)
4 04/2003 $301,315.46 (Inc) $115,000.00 (Inc)
Save
Cancel

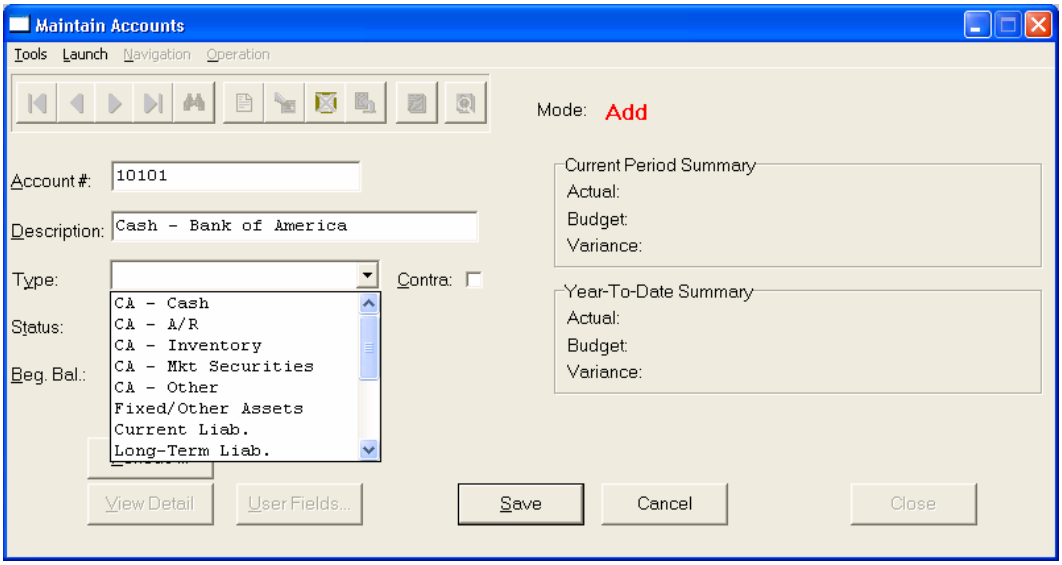
The **"View Details"** button will allow you to view the detail year-to-date journal entries for this specific account number.


GL Transaction Detail for - 11300
Tools Launch Edit Navigation
Detail
Item # Date: Trans Type Trans. # Trans. Ref. Amount
Description
1 01/31/2003 1 General Journal 01316 960131 $23,960.85
Net Effect J/E for January
2 01/31/2003 6 Sales Journal SOM 69102 $6,102.18
Ted's Sheds Inc.
3 02/28/2003 1 General Journal $108,437.89
Net Effect J/E for February
4 03/31/2003 1 General Journal $109,783.42
Net Effect J/E for March
5 04/13/2003 6 Sales Journal ARJ 61623 ($45,974.64)
Home Depot Inc.
Save
Cancel

While in **"Inquiry"** mode, you may choose to view the individual periods by <clicking> on the **"Periods"** button. Once this information is displayed on the screen you will have the option to view the first detail record, page up the detail list, page down the detail list, view the last record in the detail list, view a specific detail record based on text or view a specific detail record based on a line number. When you select to view by either a record based on text or a record based on a line number, enter the appropriate information *(either text or a line number)* and <click> on **"Close."** The system will highlight the nearest match to your input.

Add Mode (GL0401)

This option allows you to set up new accounts in your General Ledger Account File. After initial set up, any changes to the account balances should be made through the ***"Transactions"*** option in order to maintain an audit trail. If you are adding a new record, navigation is not required. <Click> on the ***"Create a New Record"*** button or choose the ***"Operation"*** option from the Menu Bar and then ***"Add."***



The first screen will be used to define the account description, the account type, whether or not it normally maintains a contra balance, status and the balance at the beginning of the year. The "Periods" screen is a scrolling screen, which maintains the account balance and budget amount for each month of the year.

The following is an explanation of each of these data items:

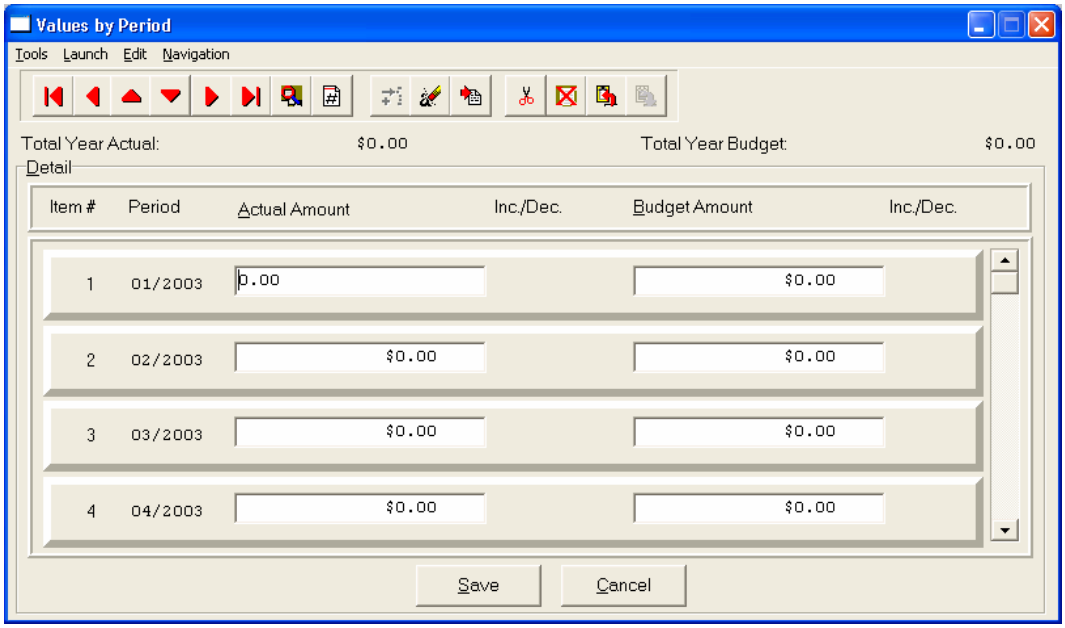
Account #	This is a twenty **(20)** character *(alpha/numeric)* number.
Description	This is a thirty **(30)** character description of the account which will be displayed on all reports and financial statements.
Account Type	This type is used by the system to determine whether it is normally a debit or credit balance account, where it belongs on the financial statements, and how the accounts should be grouped when printing the Statement of Changes and Ratio Analysis reports. The following is a list of the fifteen predefined types: **CA - Cash** **CA - A/R** **CA - Inventory** **CA - Mkt Securities** **CA - Other** **Fixed/Other Assets** **Current Liabilities** **Long-Term Liab.** **Equity** **Income / Sales** **Cost of Sales** **Operating Expenses** **OpExp - Depr/Amort** **Other Expenses** **Other Income** **CA** and **OpExp** are abbreviations for **Current Assets** and **Operating Expenses**, respectively. This account type *(along with the Contra Balance)* will be used by the system whenever an amount needs to be posted to an account. The system will determine whether a debit balance or credit balance is normal; or whether you are increasing or decreasing the account balance.

Contra Balance	<Clicking> on this field lets the system know whether the normal balance of this account is contrary *(opposite)* to this type of account. For instance, Accumulated Depreciation is a contra balance to Non-Current Assets. This means it does not maintain the same type of normal account balance, as do other accounts that would be grouped in this particular category of accounts.
Account Status	This defines the status of this account. The following is a list of the five status types: **Normal** **Stat Account** **Heading Only** **Inactive Temp** **Inactive Perm** All transaction entry options within the **Infinity POWER** products will not allow transaction posting to an account unless the status is either **"Normal"** or a **"Stat Account"** status type. The **"Stat Account"** type can only be posted to if the ***"Allow Out-Of Balance"*** journal entries is turned **"on"** in the General Ledger Configuration. The **"Heading Only"** status is used to define a chart of account as a descriptive heading only. The **"Inactive Temp"** status is used to temporarily inactivate an account so that no journal entries can be posted to that account. This may be changed at a later date to a **"Normal"** status and entries may then be accepted. **The "Inactive Perm"** status is used to permanently inactivate an account. The ***"Start New Year"*** and ***"Bring Balances Forward"*** options will not bring an account into the new year if the account is set to this status type and the account's balance is zero.
Beginning Balance	This data item contains the balance of the account at the beginning of the fiscal year. Make sure that all Income Statement accounts have a zero balance at the beginning of the year. Before entering the Beginning Balance, notice the display field in parenthesis that is either reading **"Debit balance normal"** or **"Credit balance normal."** This is a reference that the system creates from the account type that you have defined for this account.

NOTE

If you are entering beginning balances for accounts that normally have a **"debit balance"** (Asset, Liability), the amount entered should be positive. If you are entering beginning balances for accounts that normally have a **"credit balance"** (Equity, Liability), the amount entered here should be preceded with a minus **(-)** to make the amount negative.

<Click> on the **"Save"** button to validate the first screen of information. While in **"Add"** mode, you may choose to add individual period information by <clicking> on the **"Periods"** button.



This screen is a scrolling window, which contains the balance of the account and the budget amount for each period of the year. You will also see the total year Actual Balance and Budget Amount. Once this screen is displayed you will have the tool bar navigation options to select from. You may choose the first detail record, select the next record detail, select the previous record detail, page up the detail list, page down the detail list, select the last record in the detail list, select a specific detail record based on text or select a specific detail record based on a line number. When you select by either a record based on text or a record based on a line number, enter the appropriate information *(either text or a line number)* and <click> on **"OK."**

When you choose to select a specific record in the file, by <clicking> on the Binocular button, you may search for that record by account number or description. <Click> on either of the choices and enter the information you want to search on. Once you have found the record you wish to be displayed, you may either double <click> on it or just highlight it and <click> on **"Save."**

The dollar amounts that are entered here should be the net change in the account during the specific period. For the Income Statement accounts, the amount should be either the amount of sales or income or the amount of expenses for the period.

For the Balance Sheet accounts, the amount should be the **change** in the balance of the account during that period. Keep in mind that if you are using the **13 Period Processing** method, the period numbers listed on the right of the scrolling screen are normally representative of the month of the year. When using the **13 Period** method, these numbers now represent the fiscal period numbers of the year ***(Periods 1 through 13)***.

The General Ledger includes an additional set of options designed to allow the entry of budgets from a separate set of options. There are several advantages to using these various options, but most importantly, they provide a mechanism that allows for budget set up and changes without having other users in an option where account balances are maintained.

Therefore, if security is a concern, the options to set up and change accounts should be defined in the Advanced Security module and other users should only be allowed to make budgeting changes through the options to ***"Set Up Account Budgets."*** The ***"Set Up Account Budgets"*** options will directly affect the dollar amounts in the budget fields found in this option. As they are changed in the ***"Set Up Account Budgets"*** option, they will automatically be changed here.

The dollar amounts found in the budget fields, by period, will be used in budget comparison reports for the Balance Sheet and Income Statement. Therefore, whatever number is currently found in these fields will be used in the printing of these reports.

The ***"Archive / Restore Budgets"*** option allows for the movement of budget numbers for use in printing the various budget comparison reports. Every time a budget is restored using this option, the budget amount for each field found in this option in Advanced Security will possibly be changed. Therefore, consideration should be given to defining the ***"Archive / Restore Budgets"*** option as well.

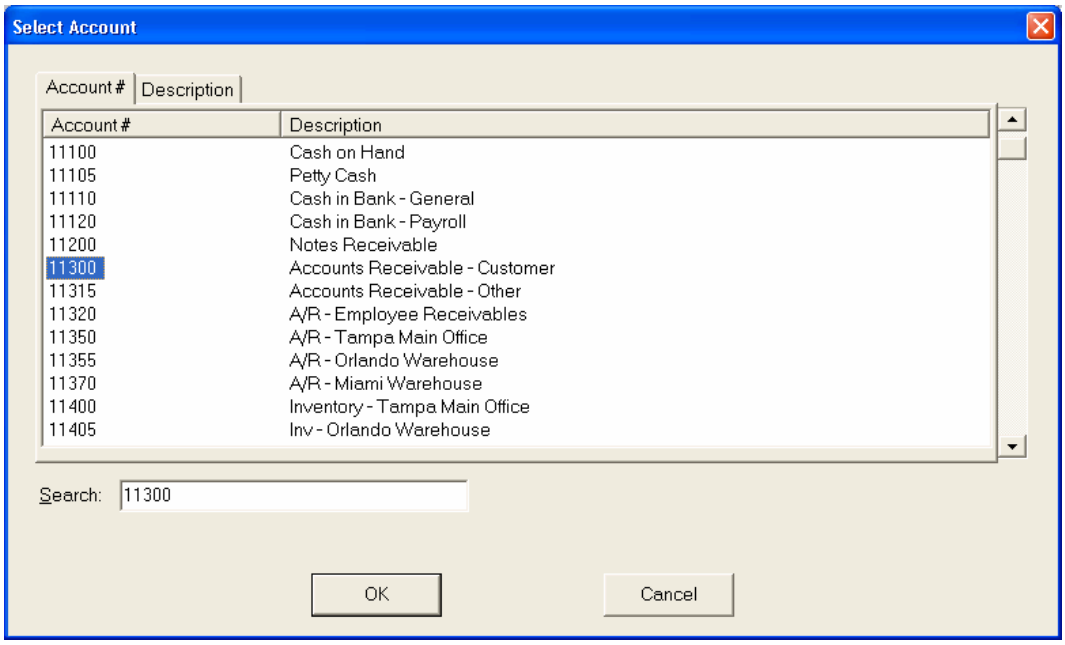
Results:

coGL1dy.dbf - General Ledger Account File
- All Account Information set up
- Beginning Year Balance set up
- Period Balances and Budget Amounts updated

Change Mode (GL0402)

This mode allows you to change all information for any account. After initial set up, any changes to the account balances should be made through the ***"Transactions"*** option in order to maintain an audit trail. If you have made any mistakes during this set up process, you may return to the ***"Set Up Accounts"*** option to change any information you have already entered.

First, you must navigate to the record you wish to change. You may find a record using the navigation tool bar or <click> on the **"Navigation"** option on the Menu Bar and then the appropriate navigation option.



If you are changing a record, <click> on the ***"Modify the Current Record"*** button or choose the ***"Operation"*** option from the Menu Bar and then ***"Change."*** Make the changes required and <click> on the **"Save"** button to save your changes or <click> on the **"Cancel"** button to cancel the changes made.

While in **"Change"** mode, you may choose to change individual period information by <clicking> on **"Periods"** button. This screen is a scrolling window, which contains the balance of the account and the budget amount for each month of the year. You will also see a message which tells you the total year Actual Balance and Budget Amount.

Once this screen is displayed you will have the tool bar navigation options to select the first detail record, select the next record detail, select the previous record detail, page up the detail list, page down the detail list, select the last record in the detail list, select a specific detail record based on text or select a specific detail record based on a line number. When you select by either a record based on text or a record based on a line number, enter the appropriate information *(either text or a line number)* and <click> on **"Save."**

When you choose to select a specific record in the file, you may search for that record by account number or description. <Click> on the either of the choices and enter the information you want to search on. Once you have found the record you wish to be displayed, you may either double <click> on it or just highlight it and <click> on **"OK."**

Once you have navigated to the correct detail line, you may make the changes necessary. You may use the operation tool bar options to clear data in current field, insert a detail line before the current detail line, delete the current detail line and save for pasting *(cut)*, delete current detail line and shift all subsequent detail lines up one line, copy a detail line for subsequent pasting, and paste a previously cut detail line.

When all changes are made, <click> on the **"Save"** button to validate your changes to this screen. You will then be returned to the previous screen. Again, <click> on the **"Save"** button to validate this record.

Results:

coGL1dy.dbf - General Ledger Account File
- Account Information updated
- Beginning Year Balance updated
- Period Balances and Budget Amounts updated

Delete Mode (GL0403)

This mode allows you to delete an account. You cannot, however, delete an account, which has a balance in any of the twelve or thirteen periods or a beginning year balance. Even though all balances are zero, you should not delete any account that has had any transactions posted to it during the current period.

First, you must navigate to the record you wish to delete. You may find a record using the navigation tool bar or <click> on the **"Navigation"** option on the Menu Bar and then the appropriate navigation option. This option allows you to delete accounts that you may have entered by mistake, or you no longer want. <Click> on the ***"Delete the Current Record"*** button or choose the ***"Operation"*** option from the Menu Bar and then ***"Delete."*** This will place you into the **"Delete"** mode, then <click> on **"Save"** to validate your deletion of this record.

Results:

coGL1dy.dbf - General Ledger Account File
- Account Information marked for deletion

Copy Mode (GL0404)

This mode allows you to set up new accounts by copying existing ones. This option is very useful when setting up similar accounts for different departments, profit centers, or renumbering accounts. When using this option, the system provides a quick method of setting up accounts that are very similar. Many companies use departmental or profit center reporting and need, for example, similar expense accounts for each department. Using this option, the accounts can be set up once and then copied to each department.

First, you must navigate to the record you wish to copy from. You may find a record using the navigation tool bar or <click> on the **"Navigation"** option on the Menu Bar and then the appropriate navigation option. <Click> on the ***"Create a Record Based on the Current Record"*** button or choose the ***"Operation"*** option from the Menu Bar and then ***"Copy."***

You will notice all the information, except for account number, will be copied to a new record. Enter the new account number for this record. At this point you may choose to edit any of the information or <click> on the **"Save"** button to validate, which will then add it to the file.

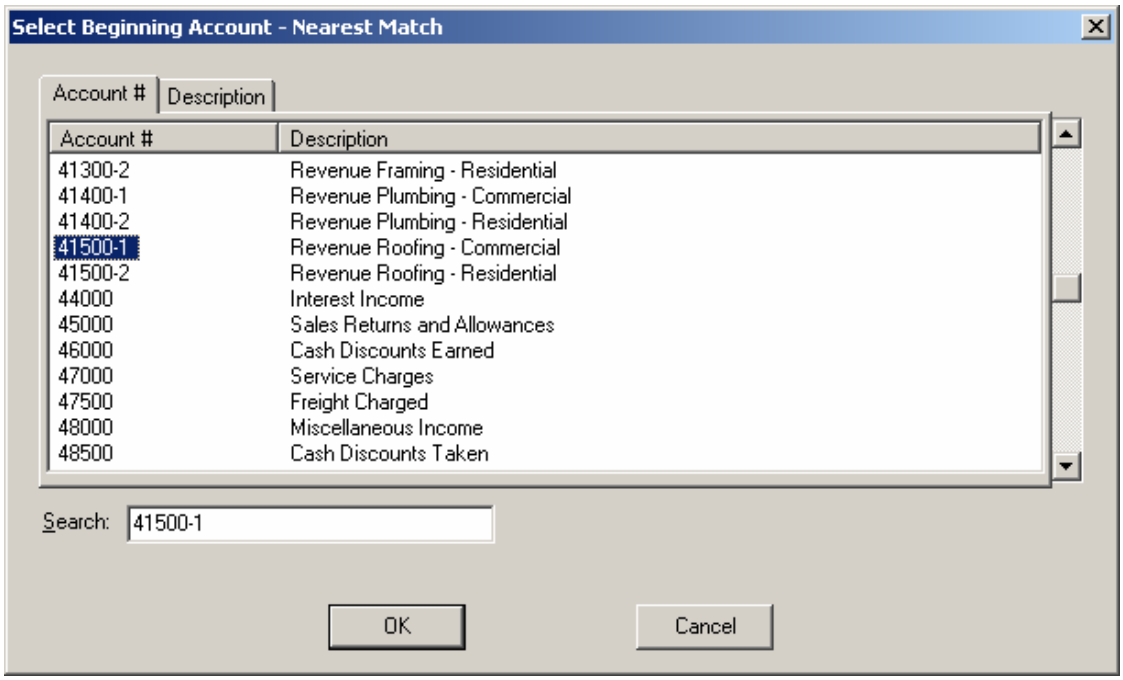
Results:

coGL1dy.dbf - General Ledger Account File
- All Account Information set up
- Beginning Year Balance set up
- Period Balances and Budget Amounts updated

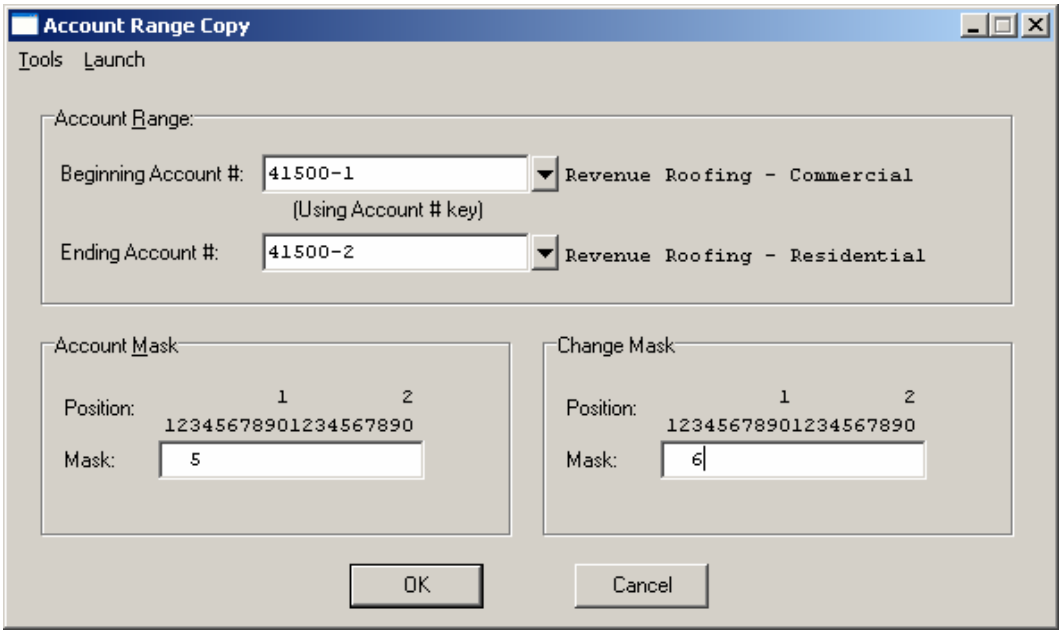
COPY RANGE OF ACCOUNTS

This option allows you to set up a range of new accounts by copying existing ones. This option is very useful when setting up similar accounts for different departments, profit centers, or renumbering accounts. When using this option, the system provides a quick method of setting up accounts that are very similar. Many companies use departmental or profit center reporting and need, for example, similar expense accounts for each department. Using this option, a range of accounts can be set up and then copied to each department. Particularly when there are dozens if not hundreds of accounts involved, this option can be a real time saver for the user.

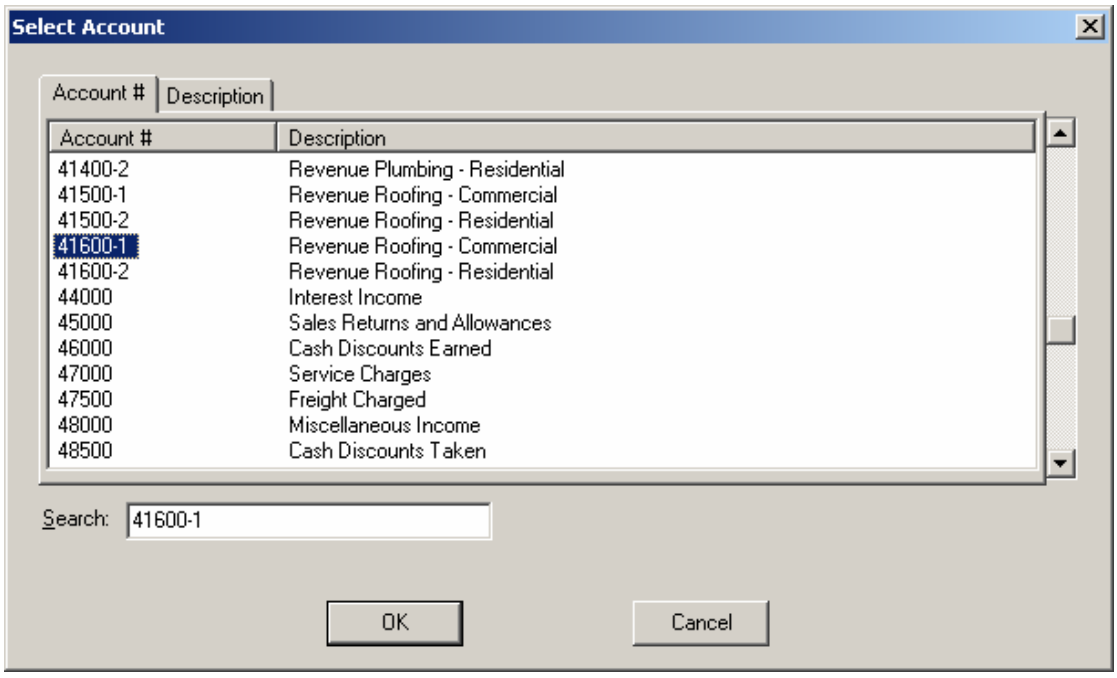
In the following screen shots, follow the sequence as we look at the first shot which illustrates a scrolling screen showing the current listing of accounts that are departmentalized. Currently, there are five income groups in place and let's assume that we would now like six.



First, you must enter a Beginning and Ending Range of Account Numbers to copy. In this case, we specified the two roofing revenue accounts. However, it could have easily been two hundred accounts in the range. You will then need to enter the **"Mask"** of the account number range that you are copying and then the **"Mask"** of the new range of account numbers. In this example, the third position is the roofing department's code which is the number five in the third position of the Account Mask field of the General Ledger Account Number. In the "Change Mask" field a six was entered to create the new department. <Click> on the **"OK"** button to begin the process.



On the following screen, you will notice all the information, except for account numbers, were copied to the new range of records. To change any pertinent information on these new account numbers, including the new account description which is now identical to the original account(s) that were copied, you may do so by accessing the **"Set Up Accounts"** option and select the **"Change"** mode.



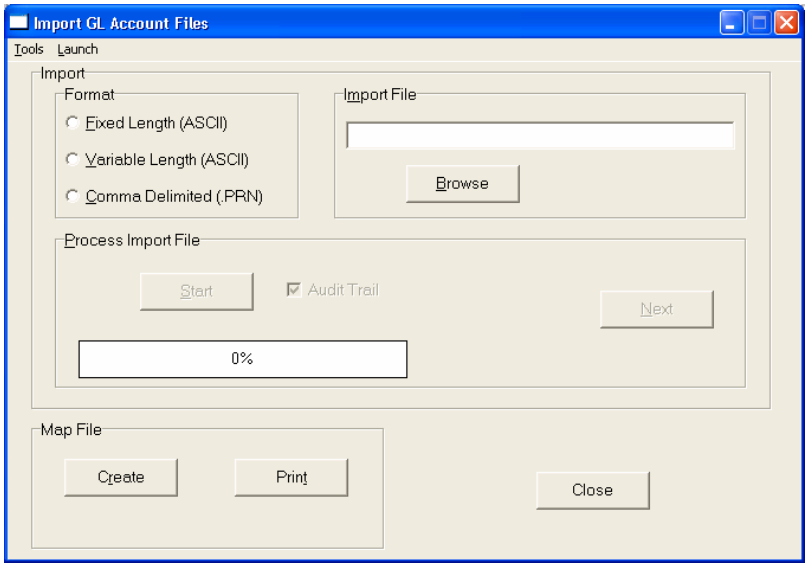
Results:

coGL1dy.dbf - General Ledger Account File
- All Account Information set up

IMPORT ACCOUNTS (GL0601)

The File Import options allow you to bring information into the appropriate modules from text, or **ASCII** files. Word processors, spreadsheets, databases, or many other types of programs may create these text files. This option is designed to allow you to import GL Accounts directly into the General Ledger module. The Chart of Accounts will be updated as if processed through the normal **"Add"** mode in the ***Set Up Accounts*** menu option from within the General Ledger system.

When you select the option to ***"Import Accounts"*** from the ***"Set Up and Maintenance"*** section of the Menu Bar, a new screen will appear.



At this point, you may choose to print the standard map file or create a map file on the hard drive to modify. To print the map file, <click> on the **"Print Map"** button. To create a map file in the program directory, <click> on the **"Create Map"** button. This will print out the format in which this option is looking for information to be organized.

If the import file is a comma-delimited file, the data can be variable length, but must be in the specified order. If the import file is a fixed length **ASCII** file, it must have a logical record length of **249** bytes, and have the following field lengths.

Description	Type	Position	Length
Action #	CHAR	1	1
GL Account #	STRING	2	20
Description	STRING	22	30
Account Type	CHAR	52	2
Contra (0=NO, 1=YES)	CHAR	53	1
Budget 1	DOUBLE	55	15
Budget 2	DOUBLE	70	15
Budget 3	DOUBLE	8;5	15
Budget 4	DOUBLE	100	15
Budget 5	DOUBLE	115	15
Budget 6	DOUBLE	130	15

Budget 7	DOUBLE	145	15
Budget 8	DOUBLE	160	15
Budget 9	DOUBLE	175	15
Budget 10	DOUBLE	190	15
Budget 11	DOUBLE	205	15
Budget 12	DOUBLE	220	15
Budget 13	DOUBLE	235	15

If it is not in this format, you will encounter errors during the import process or not be allowed to continue at all. The File Import features allow for the importing of **"text"** file information into the **Infinity POWER** program. This includes the ability to import Master File information, such as Charts of Accounts, Customer Names and Addresses, Employees, Vendors, etc. as well as **"transaction"** information for those master files, such as invoices and credit memos, journal entry updates, etc.

These **"text"** files may be created by a wide range of sources, which may include word processors, spreadsheets, databases, or other types of accounting programs. These sources may also include other computer systems that utilize different operating systems and functions, such as mainframes, minicomputers, or various types of PCs.

After printing or creating the map file, you will then be prompted for three **(3)** data items.

1) Import File Format
2) Import File Name
3) Process Import File

The **"Import File Format"** is prompting you to select the type of file you will be using during the import process. There are three choices:

1) Fixed Length (ASCII)
2) Variable Length (ASCII)
3) Comma Delimited (.PRN)

These three choices are described below.

Fixed Length ASCII Files

Fixed Length ASCII **"text"** Files are those files in which each data field starts on a specific number of characters from the start of each record. There should be no separators between data fields and each record should be the exact same length. The program recognizes each record by the number of characters that is expected per record. There is no Carriage Return/Line Feed sequence necessary to separate records.

For example:

1 11125 Cash In Bank - Can 1 0 0 0 0 0 0 0 0 0 0 0 0

1 68500 Lodging Expense 12 0 100 200 300 400 500 600 700 800 900 1000 1100 1200

Variable Length ASCII Files

Variable Length ASCII **"text"** Files are those files in which each data field starts on a specific number of characters from the start of each record and each record is separated by a **Carriage Return/Line Feed** sequence **{CR}{LF}**. There should be no separators between data fields. The program recognizes each record by the Carriage Return/Line Feed sequence, which allows for other data to be in the file.

For example:

1 11125 Cash In Bank - Can 1 0 0 0 0 0 0 0 0 0 0 0 0 {CR}{LF}

1 68500 Lodging Expense 12 0 100 200 300 400 500 600 700 800 900 1000 1100 1200 {CR}{LF}

Comma Delimited *.PRN Files

Comma Delimited *.PRN **"text"** files are those files in which text type data fields are enclosed in double quotes **(")**, and all data fields are separated by commas **(,)**. The text files must contain the information for one record on a single line of the file. Each line, or record, must be terminated by a **Carriage Return/Line Feed** sequence **{CR}{LF}**.

For example, a transaction import should look like this:

1,"11125","Cash In Bank - Can",1,0,0,0,0,0,0,0,0,0,0,0,0{CR}{LF}

1,"68500","Lodging Expense",12,0,100,200,300,400,500,600,700,800,900,1000,1100,1200{CR}{LF}

<Click> on one of the three choices to define the type of file you will be using. You will be prompted to enter the name of the file to be imported. You may use any name consistent with **Windows** naming structures. You will have the option to browse for your import file, which may be located anywhere on your hard drive or any network you may be attached to.

Next, you will be prompted as to whether the system should print an audit trail first before starting the import process. It is highly recommended that you <click> on this option. It is selected by default. This will allow you to see if there are any discrepancies within your **"import"** file.

The system will first print an audit trail of what will be imported into the **Infinity POWER** accounting module. Upon completion of this report, you will be prompted whether or not to go ahead and process the import of data. If there are any discrepancies that make your import file incompatible, the **Infinity POWER** import options will not allow the information to update the system. This audit trail would then serve to assist you in correcting any problems.

Once you have answered these three questions, <click> on the **"Start"** button to begin the process and the system will begin to either print the audit trail first or go ahead and perform the **"import"** process based upon your answer. If you have chosen to print the audit trail, the system will display the printer option screen for you to choose your method of output.

The screen will then reflect the number of transactions that have been posted to the system as it goes through the import process. Once it completes the **"import"** process, the system will return you to the screen and if there are additional files to import, you may <click> on the **"Next"** button, otherwise, <click> on the **"Close"** button to return you to the Menu Bar.

Below is a more comprehensive description of how Import Modules work within the **Infinity POWER**.

File Import Modules Overview

Because the concept of transferring information from one system or program to another via **"text"** interface files is more technical than the normal operation of most word processors or the **Infinity POWER** modules, this documentation must assume that the reader has some understanding of the terms and concepts explained here. Otherwise, you may want to work with your reseller or consultant regarding the actual implementation and use of these modules with your **Infinity POWER** programs.

The ability of importing information into the **Infinity POWER** modules provides the user with several benefits.

- They allow the rapid conversion and setup from other computer based accounting systems, without the manual re-keying of information that is normally required.
- They allow the batch entry of transactions processed in other specialized or custom software programs. This may even include updates from Infinity modules running at different locations or on different network or UNIX fileservers.
- They allow the update of the accounting system files from remote transaction processing sites.

Please note that the **Infinity POWER** programs do allow for the exportation of all accounting reports to text files. The formats of these standard **Infinity POWER** reports, however, are **not** compatible with the use of any of the **Infinity POWER** File Import options. The order in which information is sent to **"text"** files and their format do not correspond to the formats that the File Import Modules require.

The **Infinity POWER** Report Writer program, however, **does** provide the user with this ability to organize information from the various **Infinity POWER** programs into the formats required by the File Import options. The text files that contain the information to be imported must be in one of three forms:

1) Fixed Length ASCII Records
2) Variable length ASCII Records
3) Comma Delimited Text

These three types of files are discussed earlier in this section. For all three types of text files, the format of the data must be accurate for the import options to read the correct information. Each field, or data item, must be in the correct order across the line, or record, and in the correct format depending on the type of text file.

Each of the import options allow you to print a transaction journal as the import is being performed. This provides an audit trail of the information being updated into your data files. This report will also indicate if the import of a record was not performed due to errors encountered in the importation process.

Some of the import file structures allow you to specify **"action numbers."** These **"action numbers"** tell the system whether you want the information being imported to be added, changed, or deleted. The action numbers are listed below.

1 = Add Record to file
2 = Change record in file
3 = Delete record in file
4 = Add record if it doesn't exist, otherwise change it

Some of the transaction import file structures require a field called **"Cont? (0=NO,1=YES)."** This field indicates to the import programs whether or not the transaction is continued in the next record. For example, in the Accounts Receivable Transaction import, there may be several lines of detail on an invoice that is being imported. Each line should be placed in a separate record of the text file with a **"1"** for **YES** to indicate that the transaction is continued. The last line should contain a **"0"** for **NO** indicating the end of the transaction.

For each transaction-related import, there are certain fields that are required and used by the system to verify the validity of the information being imported. These fields are marked in the field definition section with a asterisk **(*)**.

For each type of import that you wish to perform, the import text file must contain all of the fields specified for that particular import option. **Any** text fields that are blank will **overwrite** existing fields in the data files. Also, numeric fields that are blank will be considered as zero. To allow the import of only a subset of the import structure, you must have a custom **"MAP"** file created. This will allow you, for example, to only update the retail price in Inventory without affecting, or requiring, any other fields.

You may obtain or create custom import **"MAP"** files one of two ways. You may first <click> on the **"Create Map"** button at the point in the program when you have selected the **"import"** option. The result is to produce a **"XXXXXX.map"** file in the program directory. The **"Xs"** in this file name represent the actual name of the **Infinity POWER** option within the program **(e.g., GL0601.MAP)**. The **"XXXXXX.map"** file is used by the import option to override the default layout of the import transaction file.

By using file editing tools such as **EDIT** under DOS, **Notepad** under Windows or **"vi"** under UNIX, you may create a customized import record layout. Whenever a **"XXXXXX.map"** file is created, it overrides the default predefined import record layout.

Items can be deleted entirely from the record layout file or moved from one position to another. If a field is not specified in an import file, that field may be deleted from the record layout file.

NOTE: "Key Value" fields must be present in the import file and cannot be deleted from the record layout file. **"Key Value"** fields are those fields that are designated with an asterisk **(*)** in the documented import record layouts. You may also have customized **"MAP"** files created for you by calling the **Data Pro Support Services** group at **727-803-1550**.

Sample Import Chart of Accounts File

Data Pro Support Document

DATA PRO ACCOUNTING SOFTWARE, INC.
Advanced Accounting Software & Secure Internet Solutions

IMPORT GL ACCOUNT FILES (GL0601.MAP) DEFAULTS

A Map file designates what fields and what the length of those fields that will be imported. The file you import whether it be a fixed length ASCII file or Comma Delimited or Variable length .csv file has to include all fields designated in the map file even if blank. If no map file exists, then go to set up and maintenance, import vendors and create the default map file that you can edit. You can change the default map file import file by bringing up the file in notepad or wordpad, and deleting or adding fields you wish to import. If you delete or add fields, you would then need to adjust the starting position in the map file and the length. Remember, the action # is not included in the length of the records. **Always save the file GL0601.MAP.**

Explanation of File:

```
"GL Account #", (field name found in data dictionary) 0, (DPOffset (This is an
internal offset and cannot be changed) 20, (length of field) "STRING", (Type
of field) 2, (Starting position of field) 20 (length of field)
```

Field name, DPOffset, length of field and type of field can all be found in the Data Dictionary. You can find this file (fldinfo.dbf) in the power directory. You can add any field you need from the vendor file making sure you use the correct DPoffset and length from the data dictionary and adjust the starting position of the field and length of the record.

```
"Action #",-1,0,"CHAR",1,1
"GL Account #",0,20,"STRING",2,20
"Description",21,30,"STRING",22,30
"Account Type",52,0,"CHAR",52,2
"Contra(0=NO,1=YES)",56,0,"CHAR",54,1
"Budget 1",170,0,"DOUBLE",55,16
"Budget 2",178,0,"DOUBLE",71,16
"Budget 3",186,0,"DOUBLE",87,16
"Budget 4",194,0,"DOUBLE",103,16
"Budget 5",202,0,"DOUBLE",119,16
"Budget 6",210,0,"DOUBLE",135,16
"Budget 7",218,0,"DOUBLE",151,16
"Budget 8",226,0,"DOUBLE",167,16
"Budget 9",234,0,"DOUBLE",183,16
"Budget 10",242,0,"DOUBLE",199,16
"Budget 11",250,0,"DOUBLE",215,16
"Budget 12",258,0,"DOUBLE",231,16
"Budget 13",266,0,"DOUBLE",247,16
"LRL",262

CHAR = NUMBER NO DECIMALS
STRING = TEXT
INT = INTEGER = NUMBER NO DECIMALS
FLOAT = PERCENTAGE TWO DECIMALS REQUIRED (Must have 0.00 if no amount)
DOUBLE = AMOUNT DECIMALS REQUIRED (Must have 0.00 if no amount)
LRL = FIXED LENGTH OF RECORD LINE
DATES = MMDDYY
```

Example: Adding to existing amount lines. "Budget 1 [A] ", 170, 0, "Double", 55, 16
(Amount being imported will be added to amount already in the field).

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IMPORT GL ACCOUNT FILES (GL0601.MAP) CUSTOMIZED

NOTE

This import file can be used for fixed length (ASCII) files or comma delimited (.PRN).

If using a comma delimited all "STRINGS" must be preceded and ended with quotes.

Example: "Cash in Bank"

```
*"Action #",-1,0,"CHAR",1,1
*"GL Account #",0,20,"STRING",2,20
*"Description",21,30,"STRING",22,30
*"Account Type",52,0,"CHAR",52,2
*"Contra(0=NO,1=YES)",56,0,"CHAR",54,1
*"Status",54,0,"INT",55,2
"BegBal",58,16,"DOUBLE",57,16
"Amt 1",66,0,"DOUBLE",73,16
"Amt 2",74,0,"DOUBLE",89,16
"Amt 3",82,0,"DOUBLE",105,16
"Amt 4",90,0,"DOUBLE",121,16
"Amt 5",98,0,"DOUBLE",137,16
"Amt 6",106,0,"DOUBLE",153,16
"Amt 7",114,0,"DOUBLE",169,16
"Amt 8",122,0,"DOUBLE",185,16
"Amt 9",130,0,"DOUBLE",201,16
"Amt 10",138,0,"DOUBLE",217,16
"Amt 11",146,0,"DOUBLE",233,16
"Amt 12",154,0,"DOUBLE",249,16
"Amt 13",162,0,"DOUBLE",265,16
"LRL",280
```

* Required fields for importing records

Field Types:

CHAR = NUMBER NO DECIMALS
STRING = TEXT (**COMMA DELIMITED** REQUIRES QUOTES AROUND FIELD AND COMMAS SEPARATING FIELDS, **FIXED LENGTH** HAS NO CARRIAGE RETURN OR LINE FEED, **VARIABLE LENGTH** REQUIRES ONLY CARRIAGE RETURN AND LINE FEED)
INT = INTEGER = NUMBER NO DECIMALS
FLOAT = MATHEMATICAL VALUES UP TO 5 DECIMALS **(Must have 0.00 if no amount)**
DOUBLE = DOLLAR AMOUNTS **(DECIMALS REQUIRED) (Must have 0.00 if no amount)**
LRL = RECORD LENGTH REQUIRED ONLY FOR **FIXED AND VARIABLE LENGTH IMPORTS**
DATE = MMDDYY

"ACTION" TYPES

1 = ADD A RECORD
2 = CHANGE
3 = DELETE
4 = ADD RECORD IF NOT FOUND OR CHANGE RECORD IF FOUND

"ACCOUNT" TYPES

1 = CASH
2 = A/R
3 = INVENTORY
4 = MKT SECURTIES
5 = OTHER
6 = FIXED/OTHER ASSETS
7 = LONG-TERM LIAB.
8 = EQUITY
9 = INCOME/SALES
10= COST OF SALES
11= OPERATING EXPENSES
12= OP EXP/DEPR/AMORT
13= OTHER EXPENSES
14= OTHER INCOME

"STATUS" TYPES

1 = NORMAL
2 = STAT ACCOUNT
3 = HEADING ONLY
4 = INACTIVE TEMP
5 = INACTIVE PERM

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Import Tips:

1. Map file descriptions that contain [$]; assume a 2 decimal place.
2. Map file descriptions that contain [A]; adds a value to an existing value instead of replacing it.
3. Map file position -1; forces value to be fixed as specified in the map file description.

Example: If you were going to be forcing a status of a General Ledger number the line would look as follows: *"1 Status",54,0,"INT",-1,1 (1 being the length of the status).

NOTE

The "DP OS", "DP LEN" and "Type" are unique to the Data Pro version and platform. These must not be changed or adjusted.

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If you are importing from Excel using a space delimited file:

If you are importing from Excel and using a space delimited file, Windows has a limit of 215 for the length. Therefore you must import twice. Use an Action #4 for both imports. Make sure to delete all headers in the Excel file. Last column of spreadsheet cannot be blank. Format columns as follows:

Char: Format as a number, zero decimals and make sure to left justify the column, change width to the number of characters being imported for that field.

Example: Vendor # width of column would be 10.

String: Format as text, left justify column, and change width to the number of characters being imported for that field.

Int: Format as a number, zero decimals and make sure to left justify the column, change width to the number of characters being imported for the field.

Double: Format as number, 2 decimals, **do not left justify** and, change width to the number of characters being imported for the field.

Make sure to save as an Excel spreadsheet first so if you have to make any corrections, you will not lose your formatting. Then save as a Text Space Delimited file which will create a .prn file. This is the file you will import.

First Import:

```
*"Action #",-1,0,"CHAR",1,1
*"GL Account #",0,20,"STRING",2,20
*"Description",21,30,"STRING",22,30
*"Account Type",52,0,"CHAR",52,2
*"Contra(0=NO,1=YES)",56,0,"CHAR",54,1
*"Status",54,0,"INT",55,2
"BegBal",58,16,"DOUBLE",57,16
"Amt 1",66,0,"DOUBLE",73,16
"Amt 2",74,0,"DOUBLE",89,16
"Amt 3",82,0,"DOUBLE",105,16
"Amt 4",90,0,"DOUBLE",121,16
"Amt 5",98,0,"DOUBLE",137,16
"Amt 6",106,0,"DOUBLE",153,16
"LRL",168
```

* Required fields for importing records

Second Import:

```
*"Action #",-1,0,"CHAR",1,1
*"GL Account #",0,20,"STRING",2,20
"Amt 7",114,0,"DOUBLE",22,16
"Amt 8",122,0,"DOUBLE",38,16
"Amt 9",130,0,"DOUBLE",54,16
"Amt 10",138,0,"DOUBLE",70,16
"Amt 11",146,0,"DOUBLE",86,16
"Amt 12",154,0,"DOUBLE",102,16
"Amt 13",162,0,"DOUBLE",118,16
"LRL",133
```

* Required fields for importing records

Use a text editor or notepad to adjust the GL0601.map file for the first import. After import complete, copy the GL0601.map to GL0601.old. Change the GL0601.map to the 2nd format to import the balance of the information.

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RENAME GL ACCOUNT NUMBER

This option was designed to allow a user to modify existing ***General Ledger Account Numbers*** in all applicable fields. The following pages will describe the changes that will take place during normal processing when this menu option is executed.

NOTE

Although this option will perform a series of **"record locks"** as necessary as it goes through all of the integrated files as it **"renames"** all of the appropriate transactions, records, and notes attached to the master records,, this function is not designed to be run by multiple users at one time. More importantly, before you proceed to use this option, make sure that all other accounting users are logged out of the entire accounting system before you proceed. Otherwise, users may receive **"record locked"** error messages during the processing of this function or during their normal transaction processing. If they do not read the screen and follow proper instructions, incomplete updates may occur and invalidate your intended efforts and jeopardize new accounting transactions.

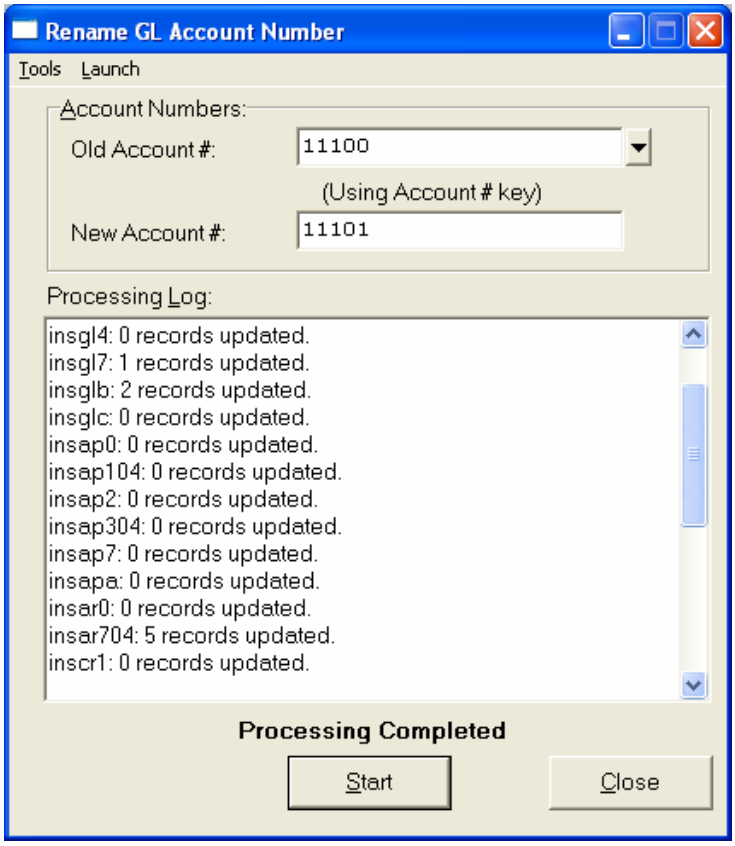
ALWAYS MAKE SURE TO HAVE A COMPLETE DATA BACKUP PRIOR TO RUNNING THIS OPTION!

For instance, many users may desire to rename a single account number which has a great deal of history or transactions posted to it over time. This would only be possible with a special function like this with a unique capability to update all of the files where the General Ledger number has been updated. The following section provides a listing of the files that will be updated once this menu option has been selected and the account numbers defined.

NOTE

You MUST perform the Rename function for each fiscal year you want the rename to be applied.

When you choose this menu option and enter the **Old Account #** and **New Account #**, the following screen will appear: Notice that the **Old Account #** field allows users to <click> on the down arrow to select from the existing Chart of Accounts. Once selected, you may then enter the new account number in which you want to convert. The section of the screen below will display a **"Processing Log"** of the various files in all of the related accounting modules and the number of records in each file that have been affected by the change.



When done, the screen will state **"Processing Completed"** and you may <click> on the **"Close"** button to return to the menu.

The following files will be updated with the new information:

File Name	Fields Modified
GENERAL LEDGER	
GL00 (xxxGL0.dbf) General Ledger Configuration File	**DFLACT** **FUNDACT** **INTERCO** **RETAIN** **SUSPENSE**
GL01 (xxxGL1dy.dbf) General Ledger Account File	**ACCOUNT**
GL02 (xxxGL2dy.dbf) General Ledger Transaction File	**ACCOUNT**
GL04 (xxxGL4.dbf) General Ledger Recurring Journal File	**ACCOUNT**
GL11 (xxxGLB.dbf) General Ledger Batch Detail File	**GLNUM**
ACCOUNTS PAYABLE	
AP00 *(xxxAP0.dbf)* Accounts Payable Configuration File	**GLAP** **GLCASH** **GLDISC** **GLRP**

File Name	Fields Modified
AP01 *(xxxAP1dy.dbf)* Accounts Payable Vendor File	**DFLTGL**
AP02 *(xxx.AP2.dbf)* Accounts Payable Open Item File	**GLACC**
AP03 *(xxxAP3dy.dbf)* Accounts Payable Transaction File	**GLACC**
AP07 *(xxxAP7.dbf)* Account Payable Recurring Expense File	**GLAC**
AP10 *(xxxAPA.dbf)* Accounts Payable Detail Batch Files	**GLACC**
PURCHASE ORDER	
PO00 *(xxxPO0.dbf)* Purchase Order Configuration File	**GLACCR** **GLDEP** **GLDISC** **GLTAX**
PO02 *(xxxPO2dy.dbf)* Purchase Order Detail File	**GLACC**
PO04 *(xxxPO4.dbf)* Batch Purchase Order File	**GLACCT**
ACCOUNTS RECEIVABLE	
AR00 *(xxxAR0.dbf)* Accounts Receivable Configuration File	**GLAR**
AR07 *(xxxAR7dy.dbf)* Accounts Receivable Sales Code File	**GLASSET** **GLCOS** **GLSALES**
CHECK RECONCILIATION	
CR01 *(xxxCR1.dbf)* Bank Account File	**GLAP** **GLCASH** **GLDISC**

SET UP ACCOUNT BUDGETS (GL0420)

This section discusses the ways to set up *(or create)*, change, or archive/restore budgets. It also covers how to print the Budget Report, which is used to verify all information input into this option against the current actual figures for each account.

All accounts in the General Ledger Chart of Accounts have the ability to keep a budget amount by each fiscal period *(month)* for each fiscal year. These budget fields normally may be set up or changed through the options to ***"Set Up Accounts"*** found under the ***"Set Up and Maintenance"*** area of the system.

The primary benefits of the following options are to allow changes to these budget amounts without requiring access to sensitive options such as ***"Set Up Accounts"*** where other information such as actual account balances are stored. Additionally, options such as ***"Set Up Account Budgets"*** provide automated tools designed to allow forecasting and projection budgets based on historical and actual figures.

Combined with the ability to maintain multiple budgets for various forecasting reasons, these tools make for greater system security and better capability in budgeting a company's performance.

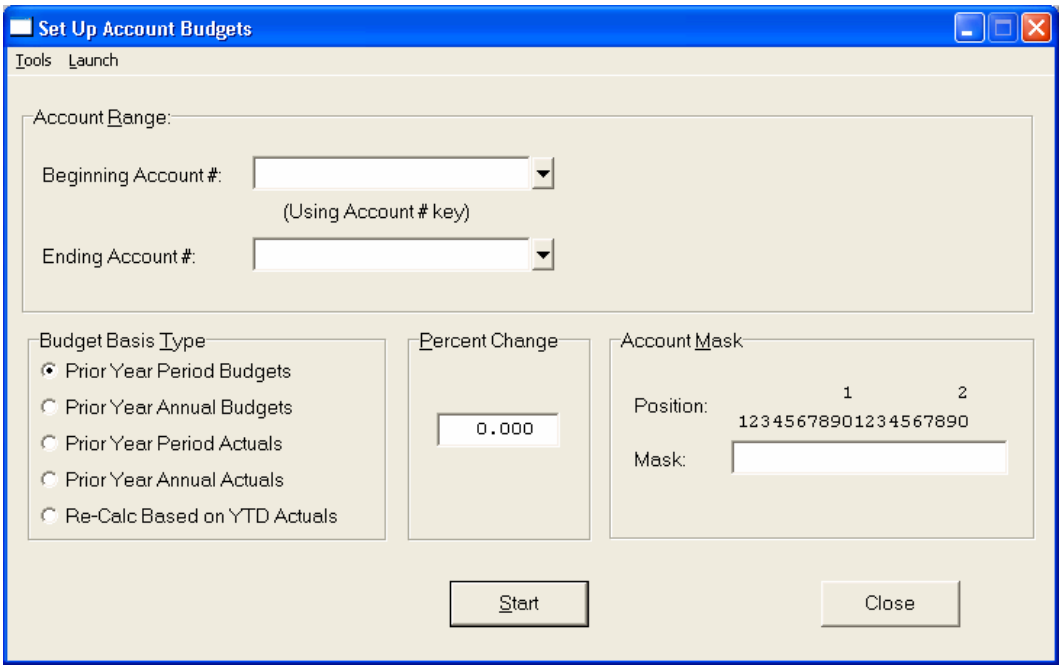
NOTE

Before attempting to use any of these options, you should proceed to the option to **"Archive/Restore Budgets."** This option is designed to allow you to save the current budget should you make any accidental or unwanted changes. If you do not archive the current budget, once changes are implemented, you will have to manually enter all corrections to restore the files to their original status.

This option allows you to set up the account budgets for a **"range"** of accounts. This includes the ability to create new budgets based on prior year's period or annual budgets or based on a prior year's period or annual actual amounts. **It is necessary to have prior year's files available to access this option**.

The use of this option provides the user with the ability to create new budgets using a wide range of formulas and prior history as tools to create these new budgets. This provides excellent capabilities in using accurate historical data in providing a better look at future projections.

When this option is selected, the beginning and ending account number range will be prompted for.



<Click> on the Beginning Account Number field and <click> on the down arrow ***(F2 by default)*** to gain access to the account listing. You may choose to search for accounts by account number or description. Once you have selected the Beginning Account Number, <click> on the Ending Account Number field and <click> on the down arrow *(F2 by default)* to gain access to the account listing to choose your ending number.

The ***"Budget Basis Types"*** criterion provides five choices that may be used in calculating a new budget.

Each of these choices is discussed below:

1) Prior Year Period Budgets

By selecting this option, the system will look at the prior year's General Ledger data files and use each period's budgets as the amounts to be used in the new budget. This is generally a good starting point for new budgets if things have not changed dramatically from year to year. For companies with seasonal fluctuations in their business, this option more accurately reflects those adjustments or **"trending"** throughout the year.

When this option is selected and validated, it will print an audit trail report showing previous budget, prior year budget, and the new budget information.

2) Prior Year Annual Budgets

By selecting this option, the system will look at the prior year's General Ledger data files and use the total budget from the prior year and divide by the number of fiscal periods in a year **(12 or 13)** to create a flat allocation amount to be used in the new budget, for each period. When this option is selected and validated, it will print an audit trail report showing previous budget, prior year budget, and the new budget information.

3) Prior Year Period Actuals

Using this option will look at the prior year's General Ledger data files and use the actual amounts from each period to be used as the budget amount for each new period in the new budget. This provides an excellent means to create new budgets based on accurate historical numbers on a period by period basis. When this option is selected and validated, it will print an audit trail report showing previous budget, prior year actual, and the new budget information.

4) Prior Year Annual Actuals

This option will look at the prior year's General Ledger data files and use the annual amounts for each account and divide by the number of fiscal periods in a year **(12 or 13)** to create the amounts to be used in the new budget. When this option is selected and validated, it will print an audit trail report showing previous budget, prior year actual, and the new budget information.

5) Re-Calc Based on YTD Actuals

This option will allow the user to re-calculate the current budget based on the Year-To-Date Actuals. This provides the ability to adjust the current budget's remaining period budgets based on the actual amounts that have been generated in all of the prior periods **(months)** prior to the current period. The benefit of this feature is to allow for changes that may have not been foreseen in the prior fiscal period or year when budgeting was originally done.

The formula that the system uses for calculating these budget amounts is described here.

1. Add the actual amounts for all of the periods so far this year, through the prior period *(based on system date)*. Therefore, if the current system date is July 15th, the prior period would be June.
2. Divide by the number of periods so far.
3. Multiply this number by the percentage amount of increase or decrease specified in data item #2 below.
4. This replaces the current and remaining period's budgets with this value.

The ***"Percent Change"*** allows the user to enter a percentage amount that will be used in conjunction with the Budget Basis Type, which specifies the basis for this year's budget. Once the basis of the budget has been determined, this option allows automated adjustments to be made on a percentage up or down method.

For instance, if you had decided to use **"Prior Year Period Budgets"** as the basis of this new budget, you may want to adjust it upward by an additional ten percent. To do so, simply enter **"10"** as a positive number and the system will take the prior year numbers and add ten percent **(10%)** to create the new budget.

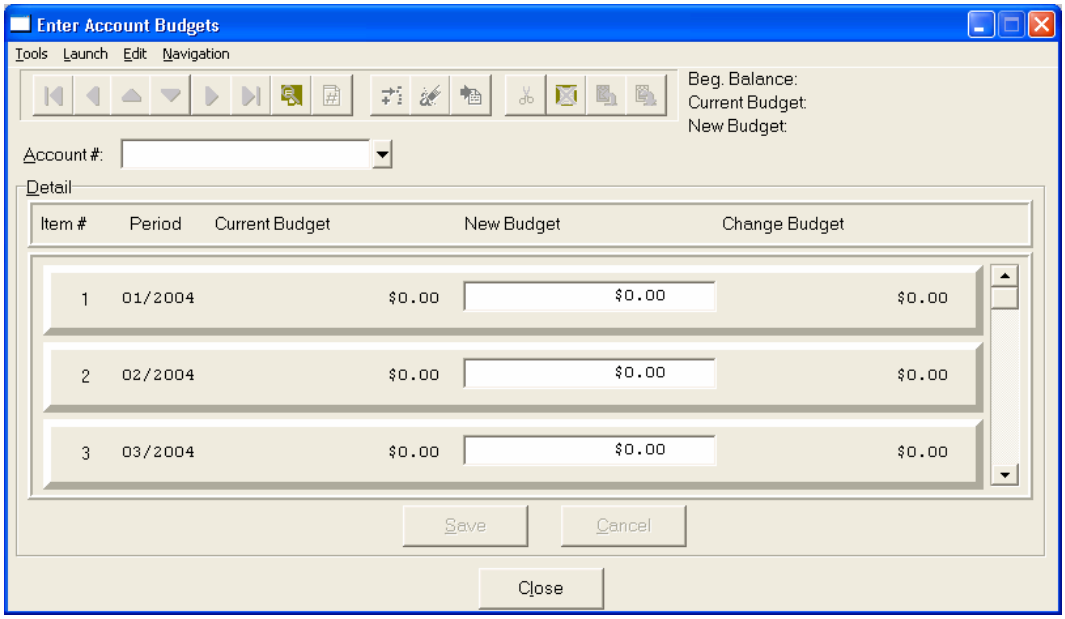
To decrease budget amounts, place a minus sign **(-)** in front of the percentage number entered into this field. When this option is selected and validated, it will print an audit trail report showing previous budget, current year actual, and the new budget information.

Next, the ***"account number mask"*** may be specified if the use of specific groups of accounts, such as departments, is desired.

When you have completed entering the information, <click> on the **"OK"** button to proceed. The Output Options screen will appear and prompt you for your designated output device. Choose your method of output and <click> on the **"OK"** button to continue.

ENTER ACCOUNT BUDGETS (GL0421)

This option allows you to enter the budget amounts of a specified account. A single period's budget may be modified or the whole year's budget for the account that is selected. When this option is selected, a new screen will appear prompting for the entry of the single account number that is to be budgeted.



<Click> on the Account Number field and then press the down arrow ***(F2 by default)*** to gain access to the account listing. You may choose to search for accounts by account number or description.

Once the account has been specified, the description of the account will appear at the top of the screen. The existing budgets for each fiscal period will be displayed in a scrolling screen. The navigation tool bar will allow the user to move to future or prior periods as desired. The **"New Budget"** amount will automatically be the **"Current Budget"** amount. The system will not change these amounts since it may only be a specific period's budget that should be adjusted and not the rest of the year.

It is extremely important to note the default type of balance at the top right of the screen under the budget balances. The system will display the format that is normal for each account by stating one of two choices:

(Normal Balance Debit)
(Normal Balance Credit)

If the system is stating that the current account selected has a **"Normal Balance Credit,"** then any budget amount should be entered with a minus sign **(-)** in front of the amount entered. Otherwise, you will not receive the correct result.

When a number is entered into the **"New Budget"** field that is different than the **"Current Budget,"** the **"Change Budget"** field will automatically display the **"net change"** in budget amounts. Verify this amount is the amount of change that you expect as you enter these numbers into the system. If it does not look proper, it may be that the appropriate sign was not entered as part of the budget amount.

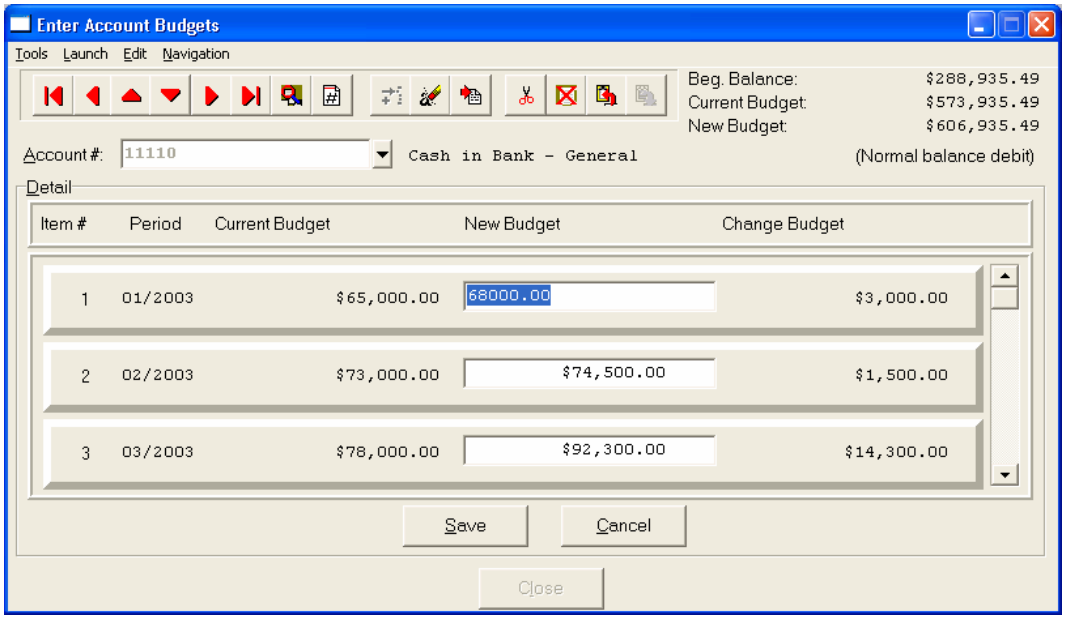
Continue to change these amounts until you reach the end of the screen or you may <click> on the **"Save"** button to store the adjustments as the new **"Current Budget"** for the specified account.

Additionally, an audit trail report will be sent to the selected output device called the ***"Enter Account Budget Register"*** which will display the current status of the affected account's budgets. This includes the account number, description, the normal balance type for the account, its current, new and change budget amounts for each fiscal period. Therefore, the results of all adjustments may be reviewed before continuing to the next account.

This option is different than the ***"Enter Change Budgets"*** option in that it allows for the entering of each account's period budget amount and will automatically calculate the net change. The following option works in a reverse manner, it allows for the entry of the amount of change, and re-calculates what the new budget amount will be.

ENTER CHANGE BUDGETS (GL0423)

This option allows you to enter the budget changes of a specified account. It is designed to allow the entry of the amount to be changed and will re-calculate the new budget amount automatically. When this option is selected, a new screen will appear prompting for the entry of the single account number that is to receive a change in its budget.



Enter the account number or press the **down arrow** ***(F2 by default)*** to gain access to the account listing. You may choose to search for accounts by account number or description.

Once the account has been specified, the description of the account will appear at the top of the screen. Once this has been done, the account's current budget amounts will be automatically displayed. The existing budgets for each fiscal period will be displayed in a scrolling screen. The navigation tool bar will allow the user to move to future or prior periods as desired.

The **"New Budget"** amount will automatically be the **"Current Budget"** amount. The system will not change these amounts since it may only be a specific period's budget that should be adjusted and not the rest of the year. The cursor will default to the middle column **"Change Budget"** and will prompt for the amount of dollar change to be added or subtracted from the **"Current Budget"** amount.

It is extremely important to note the default type of balance at the top right of the screen under the budget balances. The system will display the format that is normal for each account by stating one of two choices:

(Normal Balance Debit)
(Normal Balance Credit)

If the system is stating that the current account selected has a ***"Normal Balance Credit,"*** then any budget amount should be entered with a minus sign **(-)** in front of the amount entered to increase the budget amount. A positive number will subtract from the **"Current Budget"** amount. If an account has ***"Normal Balance Debit,"*** then the opposite is true.

When a number is entered into the **"Change Budget"** field, the **"New Budget"** field will automatically display the **"recalculated budget amount"** of the change. Verify this amount is the final budget amount you expect as you enter these numbers into the system. If it does not look proper, it may be that the appropriate sign was not entered as part of the budget amount.

Continue to enter these change amounts until you reach the end of the screen or you may <click> on the **"Save"** button to the save any changes and store the adjustments as the new **"Current Budget"** for the specified account. Additionally, an audit trail report will be sent to the selected output device called the ***"Change Budgets Register"*** which will display the current status of the affected account's budgets. This includes the account number, description, the normal balance type for the account, its current, new and change budget amounts for each fiscal period. Therefore, the results of all adjustments may be reviewed before continuing to the next account.

This option is different than the previous option in that it allows for the entering of each account's change budget amount and will automatically calculate the new budget. The previous option works in a reverse manner, it allows for the entry of the new budget amount and re-calculates what the net change amount will be.

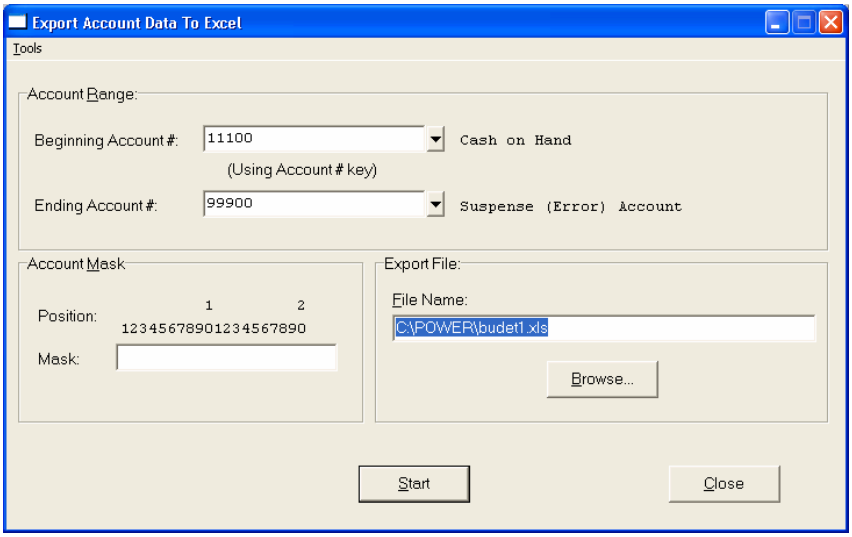
EXPORT ACCOUNT DATA TO EXCEL

This option allows you to export actual and budget data from the General Ledger to an Excel Spreadsheet and save it in an **"xls"** format. This will give you the option of working with your accounting data in a spreadsheet format. You may manipulate the budget data as you wish within Excel, but you must maintain the cell column structure.

NOTE
This option will only work if you have Microsoft's Excel program.

When this option is selected, the beginning and ending account number range will be prompted for. The **"Account Number Mask"** may be specified if the use of specific groups of accounts, such as departments, is desired.

The **"Export File"** is the name you wish to give to this report. It will have the file extension of **"xls"** as it is creating a formatted Excel Spreadsheet file.



The data exported will be in titled columns and will be actual and budget information for the current year and the prior year. This is based on your system date when you export the information. The account number cells when exported are treated as **"text"** so the numeric account numbers won't be reformatted by Microsoft Excel, which is the default behavior of the program.

Once you have created the **"xls"** file, you can then load your Excel program and open this new file. In Excel, you can make changes to the budget figures as desired and then import those changes using the **"Import Account Data From Excel."**

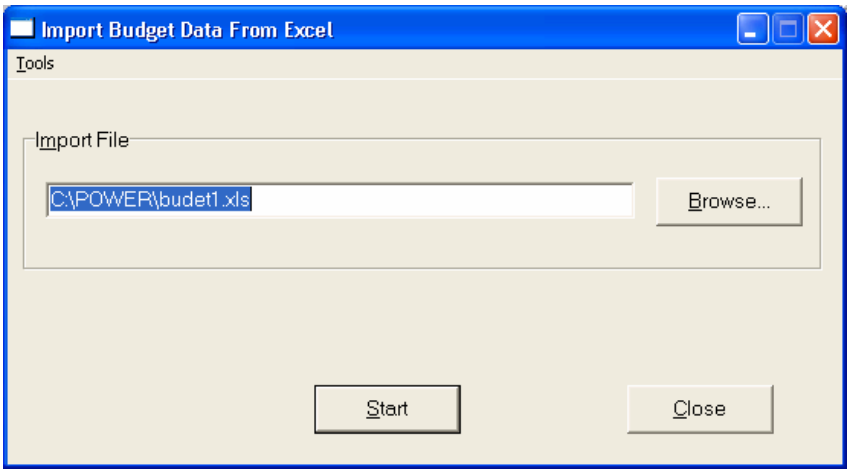
IMPORT ACCOUNT DATA FROM EXCEL

This option allows you to import budget data into the General Ledger from an Excel Spreadsheet that was originally created from the **"Export Account Data To Excel"** option. This will give you the option of working with your accounting data in a spreadsheet format and then importing new budget information from that spreadsheet.

NOTE

This option will only work if you have Microsoft's Excel program. Although budget data will be imported to the General Ledger, all **"actual"** information will be preserved.

When this option is selected, the system will prompt you for an Import File name. You may <click> on the **"Browse"** button to search for this file. The system is looking for a file with an **"xls"** file extension.



The **"Import File"** is the name you gave to the Excel Spreadsheet file. It will have the file extension of **"xls"** as it was created as a formatted Excel Spreadsheet file.

The data imported into the **Infinity POWER General Ledger**, will be any budget information changed for the current year and the prior year. This is based on your system date when you import the information. Because the **Infinity POWER General Ledger** allows for you to have up to **26** budgets, this operation will update the current budget that is active at the time this procedure is executed.

PRINT BUDGET REPORT (GL0422)

This option prints a report of the budget amounts for a range of accounts. It is also designed to include the Current Actual amounts by period and shows the variance of budget verses actual amounts.

When this option is selected, the beginning and ending account number range will be prompted for. All accounts in the chart of accounts may be selected by pressing **HOME** for the first record and **END** for the last. Otherwise, a smaller range of accounts or a single account may be specified. Next, the **"sort by"** and **"account number mask"** may be specified if additional sorting or use of specific groups of accounts, such as departments, is desired.

Once this screen is validated, a report will be sent to the printer. This includes the account number, description, normal balance type for the account, its current budget, current actuals and variance for each fiscal period. The report will only show the current and prior fiscal periods. The totals of each column will be printed at the bottom of each column reflecting the current Year-To-Date results. This provides a quick mechanism to determine how well an account is performing against its budget amount.

Budget Report

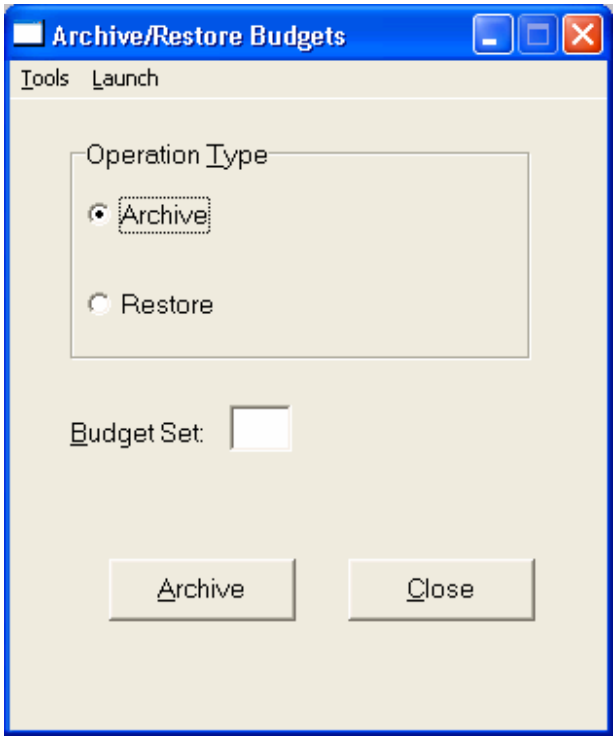
Infinity POWER Sample Company, Inc. — Page 1
Budget Report — (4) 04/28/2006

Account #	Description	Period	Current Budget	Current Actual	Variance
60100-1	Salaries - Commercial	Beg Bal	$0.00	$0.00	$0.00
	(Debit balance normal)	01/2006	$4,075.36	$3,543.79	($531.57)
		02/2006	$4,075.36	$1,106.78	($2,968.58)
		03/2006	$4,075.36	$1,106.78	($2,968.58)
		04/2006	$4,075.36	$3,053.39	($1,021.97)
		** Total	$16,301.44	$8,810.74	($7,490.70) *
60100-2	Salaries - Residential	Beg Bal	$0.00	$0.00	$0.00
	(Debit balance normal)	01/2006	$3,946.17	$3,431.45	($514.72)
		02/2006	$3,946.17	$3,320.42	($625.75)
		03/2006	$3,946.17	$3,320.42	($625.75)
		04/2006	$3,946.17	$1,660.23	($2,285.94)
		** Total	$15,784.68	$11,732.52	($4,052.16) *
60101	Wages and Salaries - Sales	Beg Bal	$0.00	$0.00	$0.00
	(Debit balance normal)	01/2006	$4,600.18	$4,000.16	($600.02)
		02/2006	$4,600.18	$4,000.16	($600.02)
		03/2006	$4,600.18	$4,000.16	($600.02)
		04/2006	$4,600.18	$2,000.10	($2,600.08)
		** Total	$18,400.72	$14,000.58	($4,400.14) *
60102	Wages and Salaries - Mgmt	Beg Bal	$0.00	$0.00	$0.00
	(Debit balance normal)	01/2006	$10,325.28	$8,978.50	($1,346.78)
		02/2006	$10,325.28	$8,978.50	($1,346.78)
		03/2006	$10,325.28	$4,489.25	($5,836.03)
		04/2006	$10,325.28	$4,489.25	($5,836.03)
		** Total	$41,301.12	$26,935.50	($14,365.62) *
60103	Wages and Salaries - General	Beg Bal	$0.00	$0.00	$0.00
	(Debit balance normal)	01/2006	$15,410.00	$13,400.00	($2,010.00)
		02/2006	$15,410.00	$20,003.00	$4,593.00
		03/2006	$15,410.00	$20,560.00	$5,150.00
		04/2006	$15,410.00	$10,700.00	($4,710.00)
		** Total	$61,640.00	$64,663.00	$3,023.00 *
60500	OH Expense Allocation	Beg Bal	$0.00	$0.00	$0.00
	(Debit balance normal)	01/2006	($2,175.14)	($2,558.99)	($383.85)
		02/2006	($2,175.14)	($2,769.16)	($594.02)
		03/2006	($2,175.14)	($2,423.16)	($248.02)
		04/2006	($2,175.14)	($1,893.22)	$281.92
		** Total	($8,700.56)	($9,644.53)	($943.97) *
60501	Taxes - Sales Dept	Beg Bal	$0.00	$0.00	$0.00
	(Debit balance normal)	01/2006	$478.95	$416.48	($62.47)
		02/2006	$478.95	$416.48	($62.47)
		03/2006	$478.95	$416.48	($62.47)
		04/2006	$478.95	$208.24	($270.71)
		** Total	$1,915.80	$1,457.68	($458.12) *

* Number of records printed: 7

ARCHIVE/RESTORE BUDGETS (GL0424)

This option allows you to either archive or restore your current budget amounts for variable budget reporting needs. When this option is selected, a window will appear displaying two choices.



The first option is designed to allow for the saving of current budgets while the second option is designed to allow for the retrieval of other budgets.

The use of multiple budgets is quite a powerful tool. Each account in the General Ledger's chart of accounts is capable of maintaining one current budget amount, by fiscal period. These budget amounts are used when printing certain reports such as the **Budget Comparison Report** for either the **Balance Sheet** or **Income Statement**.

This option is designed to allow for the convenient establishment of the ***"current budget"*** to be used when printing these types of reports. Obviously, a company would want to establish its normal operating budgets so that it knows how it is progressing according to plan throughout the year.

However, it may also be very convenient to generate ***"future budgets or projections"*** based on current and past activities. These **"what if"** type of changes would normally impact the current budgets and make it confusing for the company's management to determine where they really stand at a given point in time.

That's why these options are very useful. The General Ledger module will allow for the creation of up to twenty-six **(26)** different budgets per company, per fiscal year. Once a new budget has been created, it may be **"Archived"** and assigned a budget number so that it may be **"Restored"** at a future time and used for analysis purposes.

Therefore, once you have created your original budget that you want to keep, make sure to archive it using this option immediately so that it may be referred to or called up again should someone make unwanted or accidental changes.

When you are ready to archive the current budget, select ***"Archive."*** You will then need to define the ***Budget Set*** in the space provided. The valid choices will be a number from **(1-26)**. Once a valid number has been specified, <click> on the **"Archive"** button. When this is done, the system will send all of the current budget amounts to a **"text file"** using the following naming structure.

GLB??YY.CO

The **"??"** in this filename represents the budget number that has been specified. The **"YY"** in this filename represents the fiscal year of the file **(e.g., 2006)**. The **"CO"** in the filename represents the company number. If the budget number assigned was **"1"** for the year **2006** for the sample company **"INS,"** the actual filename would be:

GLB0106.INS

The reason this is significant is the file that is created is a **"text file."** It may be imported into a wide range of other applications including spreadsheets such as Microsoft's Excel or Lotus 1-2-3, databases or word processors. Therefore, if more elaborate formulas are required to create the number for each period's budgets, other external software tools may be used in conjunction with this option.

If you select this option and the file already exists, a new window appears on the screen. It will say:

Do you wish to delete the existing budget set?

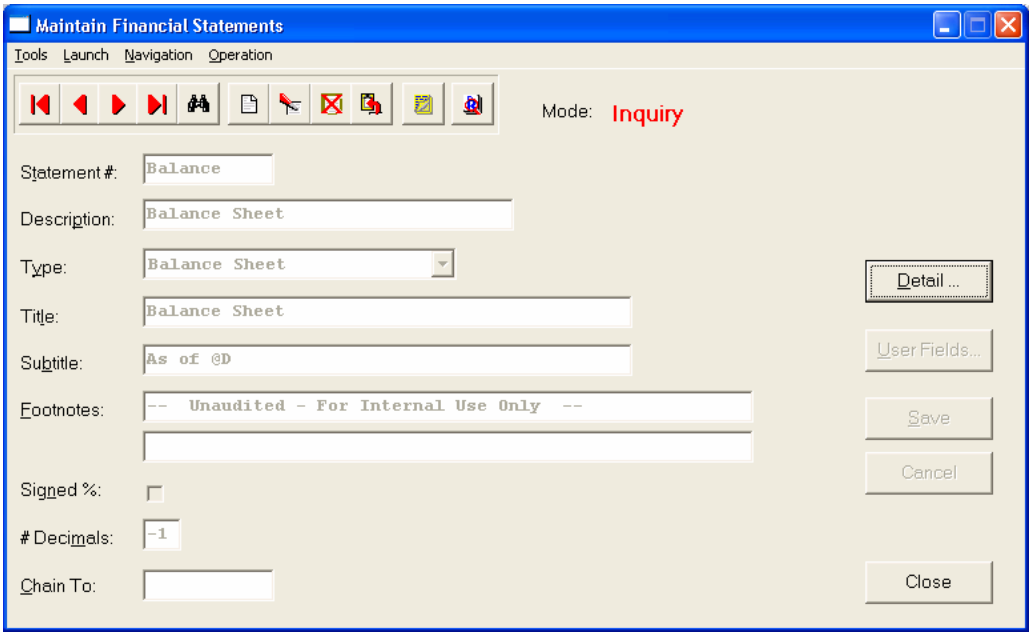
<Click> on **"Yes"** only if you are sure that you want to overwrite the budget amounts already stored in this file. As a reminder, this option should be used before entering any new **"changes"** to existing budgets. Therefore, if an error occurs, you may recover easily and resume as before.

The ***"Restore"*** option is used to call up one of the twenty-six possible budgets for current use. Like the **"Archive"** option, it will simply prompt for the **"Budget Set"** to restore from. The valid choices are a number from **(1-26)**.

Once the budget set number has been entered, <click> on the **"Restore"** button. The system will then change all current budgets for each account based on the new budget set. All ***"Budget Comparison Reports"*** will now use these current budget amounts in their reports for comparison.

SET UP FINANCIAL STATEMENTS

This option allows you to set up *(create)*, change and export/import unlimited formats of the Balance Sheet, Income Statement and Statement of Cash Flows reports. The formats of these financial statements are user-definable. The system will allow you to define such things as titles, subtitles, footnotes, decimal rounding, chaining preferences, account groupings and if required, an account ***"mask"*** may be defined by specific section, as well as where to place totals and subtotals.



You may add **"notes"** to any Financial Statement that may be viewed on the screen for additional information or planning. This may be done when viewing an inquiry, adding a new account, changing an existing account or copying an account.

By <clicking> on the **Note Pad Button**, a screen will appear that will allow you to add or review free-form notes. If you are adding a new record, navigation is not required. <Click> on the ***"Create a New Record"*** button or choose the ***"Operation"*** option from the Menu Bar and then ***"Add."*** A screen will appear with the current data and time. You will be prompted for a description of fifty **(50)** characters which is used as part of the display when selecting to review existing notes. Each note recorded has up to ten **(10)** lines of fifty characters each which may be used for your free-form notes.

Once notes are added to the file, they can be reviewed at any time by accessing the account through an inquiry mode or a change mode and then <clicking> on the **Note Pad Button**. Once this screen is displayed you will have the tool bar navigation options to select the first detail record, select the next record detail, select the previous record detail, select the last record in the detail list or search through the detail records. You may then view the notes for this record.

If you have set up **User-Definable Fields** in either the **Windows Character-based** or **UNIX** products, you will be able to view and change data information in these fields. By <clicking> on the **"User Fields"** button, you will access an additional screen of data fields. If you are in an **Inquiry Mode**, then you will be able to view these fields. If you are in a **Change** or **Copy Mode**, you will be able to modify the information in these fields. You must make sure that your ***General Configuration*** options are set up to allow access to **User-Definable Fields**.

Inquiry Mode (GL0425)

The **"Inquiry"** mode provides a quick look at the summary and detail portions of the criterion and code that produce the final financial statement. Once the format has appeared on the screen, you may review the header and detail information. This information includes the description, type of statement, title, subtitle, footnotes, signed percent, decimal preferences, chained to report, as well as the detailed lines that accumulate and store totals based on criterion entered.

While in **"Inquiry"** mode, you may choose to view the detail lines by <clicking> on the **"Detail"** button. Once this information is displayed on the screen you will have the options to view the first detail record, page up the detail list, page down the detail list, view the last record in the detail list, view a specific detail record based on text or view a specific detail record based on a line number. When you select to view by either a record based on text or a record based on a line number, enter the appropriate information *(either text or a line number)* and <click> on **"Close."**

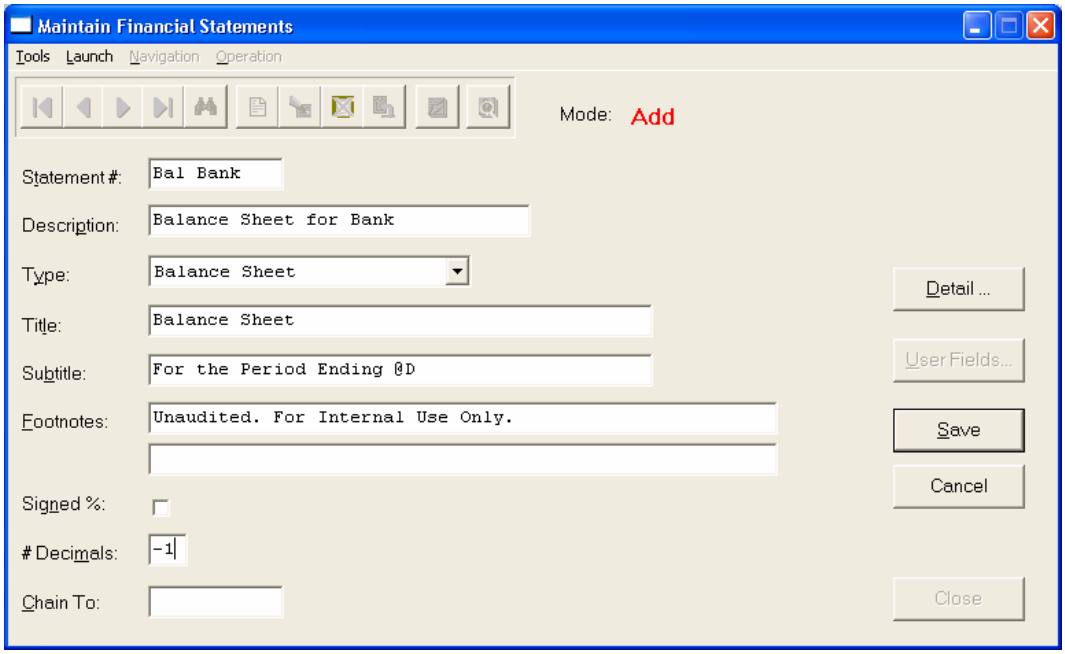
Add Mode (GL0425)

This mode allows you to set up *(create)* financial statement formats for the Balance Sheet, Income Statement and Statement of Cash Flows. You may create several variations for each type of financial statement. There is no limitation on the number of financial statement formats you may create.

NOTE

To understand the organization of the financial statements it is recommended that you use the option **"Copy Existing Company's Files"** to copy the Financial Statement formats to use as an example to work from. For a further explanation of the Balance Sheet, Income Statement and Statement of Cash Flows, refer to Chapter 1, **"Account Organization"** of this manual.

This mode allows you to add new Financial Statements formats to your General Ledger system. The first data screen defines the type of statement, titles, subtitles, footnotes, signed percent, decimal usage and chaining preferences. The second data screen ***"Detail"*** is a scrolling window, which is where the actual format of the report is defined.



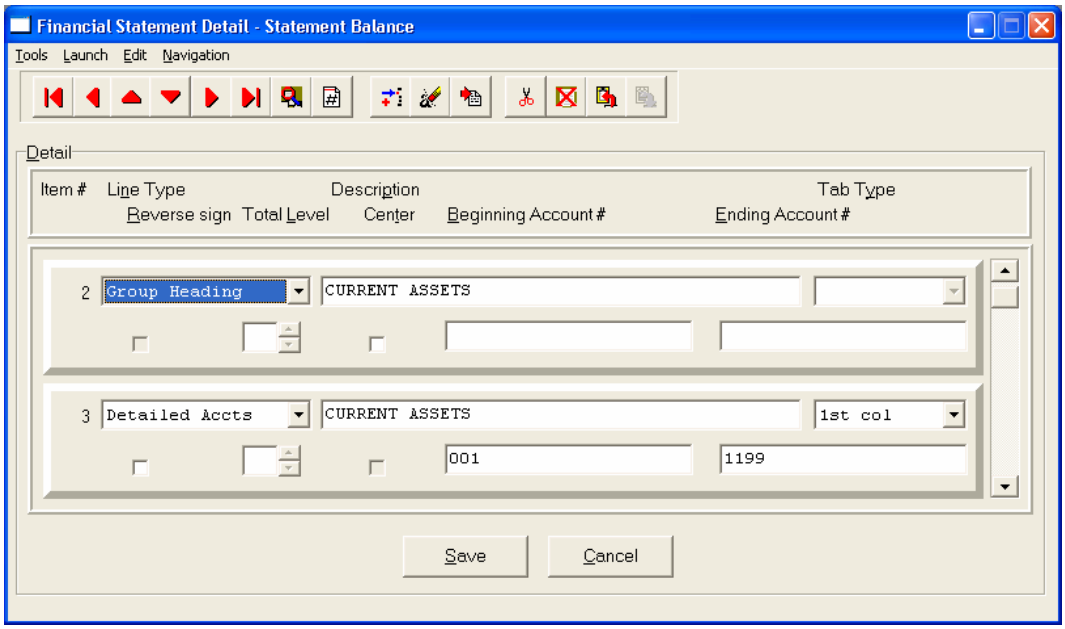
If you are adding a new record, navigation is not required. <Click> on the ***"Create a New Record"*** button or choose the ***"Operation"*** option from the Menu Bar and then ***"Add."*** Enter the Financial Statement Number that you wish to assign. This number can be up to ten **(10)** characters *(alpha/numeric)*.

The following is an explanation of each of these data items:

Description	This is a thirty **(30)** character *(alpha/numeric)* description on this Financial Statement format.
Type	This defines the statement type. **Balance Sheet** **Income Statement** **Statement of Cash Flows**
Title	The title of the report may be anything you want, up to forty **(40)** characters.
Subtitle	The subtitle is a forty **(40)** character title that will print immediately under the title.
Footnotes	The two lines of footnotes, fifty **(50)** characters, will print on the bottom of each page of the financial statement. The subtitles and footnotes may contain special codes to tell the system to print certain dates. Using these codes enable you to set up the financial statements one time, and not have to re-edit the format every time the fiscal period or year changes. Below are a list of the special codes and what the system will print in its place. **@D - Current System Date** **@F - First Day of Current Year** **@M - First Day of Current Month** **@DL - Corresponding Date Last Year** **@FL - First Day of Last Year** **@ML - First Day of Month Last Year** **@MASK - Specified Account Number Mask***

	** This shows you which profit center or division you have masked on when printing a report. No mask indicates that the report reflects the entire company.*
AllowSigned %	<Click> on this item to allow negative percentages to print on the financial statements.
# Decimals	This is a number **(-1** through **5)** which defines the number of decimal places you wish to print for dollar amounts on this financial statement format. By using a **"-1"**, the system will utilize the default decimal rounding for the printed variation of the financial statement selected. This is usually two decimal places, except for the **"Comparative Year"** versions of the Balance Sheet and Income Statement. Due to spacing considerations on the width of the page, the system automatically formats these versions of the reports with zero decimal places.
Chain To	This is the number of the Financial Statement format that will automatically follow the current statement format when you select the option to ***"Print Balance Sheet"*** or ***"Print Income Statement."*** This feature is particularly useful when you have several financial statement formats that you wish to have printed all together, such as income statements by department.

<Click> on the **"Detail"** button to access the detail portion of the financial statement set up. A scrolling screen will appear with the detail lines of the financial statement. Line types give you the ability to define which account balances are grouped, where totals are placed, and many other report formatting features. For each line of data that is entered, there are several data items. These items will be turned off or on depending on the line type that is entered.


Financial Statement Detail - Statement Balance
Tools Launch Edit Navigation
Detail
Item # Line Type Description Tab Type
Reverse sign Total Level Center Beginning Account # Ending Account #
2 Group Heading CURRENT ASSETS
3 Detailed Accts CURRENT ASSETS 1st col
001 1199
Save Cancel

The following is a list of each of the line types and a description of how to use the type.

Heading	The **Heading** is a forty **(40)** character field that may be placed anywhere on the report. It is mainly used as a heading for major sections of the report, such as Assets, Liabilities, etc. There are three data fields that are available for this line type. The data fields available are as follows: **1) Description.** This is a forty **(40)** character field where you may enter the heading that you want printed. **2) Reverse Sign.** This field has a special purpose for **Heading** line types. If you wish to force a page break before this heading is printed, <click> on this field. Otherwise, leave it unchecked. **3) Center.** This field allows you to center the heading on the report page. Simply <click> on this field to center or leave unchecked to left justify.
Group Heading	The **Group Heading** is very similar to the heading, but it normally precedes a small group of accounts, such as Current Assets or Operating Expenses. When this type is used, the group total is zeroed and then each account that is printed will be accumulated until a Group Total type is selected. The available data fields are the same as those asked for in the **Heading** line type except for the field **Reverse Sign** that is not active.
Detailed Accounts	This line type allows you to include all accounts within a particular account range on your Financial Statement. Each account that has a balance will be printed in detail. There are four data fields that are available when this line type is selected. The data fields available are as follows:
1) Description	Placing a **[P]** using a capital **"P"** within the braces, anywhere on the **"Description"** line, will cause a calculation to determine Percentages based on the stat accounts that are being used in this area of the financial statement and place the percentage on this line. This particular feature is available on the *Comparative Month/Year Statement* only. Placing a **[R]** using a capital **"R"** within the braces, anywhere on the **"Description"** line, will cause a calculation to determine Ratios based on the stat accounts that are being used in this area of the financial statement and place the ratio on this line. This particular feature is available on the *Comparative Month/Year Statement* only. Placing a **[B]** using a capital **"B"** within the braces, anywhere on the **"Description"** line of the financial statement setup line which indicates the values to be printed are the ending **Balance Sheet** balances. Placing a number, zero **(0)** through five **(5)**, within the braces, anywhere on the **"Description"** line, will cause the system to use that number of decimal places on the dollar amounts for that specific account or range of accounts. This is an optional comments field which describes the account range represented by this line type. Three additional features may also be entered into this field. They provide additional formatting flexibility within the system.
2) Tab Type	This field specifies the column alignment for dollars. **First Column** **Second Column** **First - Underline** **Second - Underline** The Tab setting **"First Column"** is about **15** characters away from the

	right margin of the report. Tab setting **"Second Column"** is all the way to the right margin. This allows you to offset the totals and subtotals to make the report easier to read. The only time these tabs will be used will be on the **Normal Balance Sheet**. Tab settings of **"First - Underline"** and **"Second - Underline"** have the same column positions as **First Column** and **Second Column**, respectively. However, these settings will print a double underline under the dollar column.
3) Reverse Sign	This data field instructs the program whether or not to reverse the sign of the dollar figures being printed. This is a valuable tool for displaying credit balance accounts as positive numbers. Normally this should be <clicked> **"on"** for the Liability and Equity section of the Balance Sheet, the Income/Revenue section of the Income Statement, and all the accounts on the Statement of Cash Flows.
4) Beginning Account and Ending Accounts	These two fields are the beginning and ending accounts, which specify the range of accounts to include for this line type. These accounts do not have to be actual account numbers. It is recommended that whenever possible, you enter a beginning account lower than your actual beginning account and an ending account higher than your actual ending account for this range. This will enable you to add future accounts without having to change the format of the financial statement.
Summary Accounts	The **Summary Account** type is very similar to the **Detailed Account** type for the **Tab Type**, **Reverse Sign** and **Beginning and Ending Account** fields. The Summary Account type will print a one-line summary of all the accounts specified in the range and print the **data entered in the Description** on the Financial Statement. If you would like to summarize multiple account ranges into one line, you may specify several Summary line types with a description field starting with an **asterisk (*)**. The last Summary line type should have a description without an **asterisk (*).** This last line description will print on the Financial Statement and include the sum of all preceding Summary line type account ranges.
Group Total	The **Group Total** is an easy way to print a total or subtotal of account groups. Normally, a group will consist of one or more Summary and/or Detailed line types. These groups typically consist of account categories like Current Assets, Non-Current Assets, Current Liabilities, Long-Term Debt, etc. The total printed will display the sum of every line printed since the last group heading was printed. There are three data fields available when this line type is selected. The data fields available are as follows:
Description	This is the description of the total printed on the Financial Statement.
Tab Type	This field specifies the column alignment for dollars. The following choices for this field can be reviewed by <clicking> on the arrow: **First Column** **Second Column**

	First - Underline **Second - Underline** The tab setting **"First Column"** is about fifteen **(15)** characters away from the right margin of the report. Tab setting **"Second Column"** is all the way to the right margin. This allows you to offset the totals and subtotals to make the report easier to read. The only time these tabs will be used will be on the **Normal Balance Sheet**. Tab settings of **"First - Underline"** and **"Second - Underline"** have the same column positions as **First Column** and **Second Column**, respectively. However, these settings will print a double underline under the dollar column. **3) Reverse Sign.** This data field instructs the program whether or not to reverse the sign of the dollar figures being printed. This is a valuable tool for displaying credit balance accounts as positive numbers. Normally this should be <clicked> **"on"** for the Liability and Equity section of the Balance Sheet, the Income/Revenue section of the Income Statement and all the accounts on the Statement of Cash Flows.
Running Total	There are nine **"on-going"** totals that may be used to summarize groups of accounts or other totals or subtotals. Each time Detailed or Summary line types are printed, the amounts printed are added into all nine running totals. This line type allows you to print the values accumulated in these total fields. By using this line type in coordination with the Clear Total line type, you may add several levels of totaling to your Financial Statements. The data fields allowed are the same as the Group Total line type, with the exception of the Total Level. This level is the total level number **(1-9)** that you wish to print. This line type is normally used to print such totals as Total Assets, Total Liabilities & Equity, Gross Profit, Net Income after Operation Expenses, etc.
Clear Total	The **Clear Total** will enable you to clear a specific total level so that it may be re-used as the next subtotal or total. The running totals all start at zero at the beginning of the report, but are not cleared again until this type is used. The only field allowed is the Total Level that is to be cleared. A typical place to use this line type is before printing the Liabilities & Equity portion of the Balance Sheet. Normally, you would want to zero a running total level to accumulate an amount for Total Liabilities & Equity.
Stat Accts	There are several Income Statement Report types that calculate and print percentages. These percentages are normally calculated as a percent of the total income. Each time the Income Statement is printed, the system will first accumulate the values in all Income type accounts. These values include current period, year-to-date, current budget and year-to-date budget. The values for the prior year will also be accumulated, if necessary. The **Stat Account** type provides the ability to override the default per-

	centage calculations and specify the actual accounts to accumulate. For example, this would enable you to generate an Income Statement that reports each value as a percentage of gross profit, net income, or any other statistical value you may have available in your chart of accounts. There are three data fields available when this line type is selected. **1) Description.** This field is used as a comment field for the accounts being included. However, if more than one Stat Account line type is needed to accumulate the necessary values, an asterisk **(*)** as the first character of the description will provide an accumulation of multiple Stat Account types. If the first character of the **Description** field is not an asterisk **(*)**, the Stat Account values will be zeroed first. **2 & 3) Beginning and Ending Account.** These fields allow you to specify the exact range of accounts to be accumulated.
Set Act Mask	This line type will allow you to set an account ***"mask"*** to be used to define specific accounts to be grouped together within a range of accounts. This will be very helpful for chart of accounts that have been designed to have the department or cost center defined as the prefix of the chart of account number. Once an **account mask** has been defined in the Financial Statement format, it will continue to be used until another account mask has been specified. If a section of your format requires masking, set an **account mask** before you define an account range on a Summary or Detailed Account Line. Before you start a new section, either define a new mask or define a blank mask.

When the entire report has been set up, <click> on the **"Save"** button to save the detail record and return you to the first screen. <Click> on the **"Save"** button to save your new record.

Results:

coGL6.dbf - Financial Statement File
coGL7.dbf - Financial Statement Detail File
- New Records added

Change Mode (GL0426)

This mode allows you to make changes to the information on an existing Financial Statement Format. First, you must navigate to the record you wish to change. You may find a record using the navigation tool bar or <click> on the **"Navigation"** option on the Menu Bar and then the appropriate navigation option.

If you are changing a record, <click> on the ***"Modify the Current Record"*** button or choose the ***"Operation"*** option from the Menu Bar and then ***"Change."*** Make the changes required and <click> on the **"Save"** button to save your changes or <click> on the **"Cancel"** button to cancel the changes made. All of the fields in a Financial Statement Format can be changed through this option.

After completing any changes to the first screen, <click> on the **"Detail"** button to proceed to the second screen. Once this screen is displayed you will have the tool bar navigation options to select the first detail record, select the next record detail, select the previous record detail, page up the detail list, page down the detail list, select the last record in the detail list, select a specific detail record based on text or select a specific detail record based on a line number. When you select by either a record based on text or a record based on a line number, enter the appropriate information *(either text or a line number)* and <click> on **"Close."**

When you choose to select a specific record in the file, you may search for that record by financial statement number or description. <Click> on the either of the choices and enter the information you want to search on. Once you have found the record you wish to be displayed, you may either double <click> on it or just highlight it and <click> on **"OK."**

Once you have navigated to the correct detail line, you may make the changes necessary. You may use the operation tool bar options to clear data in current field, insert a detail line before the current detail line, delete the current detail line and save for pasting *(cut)*, delete current detail line and shift all subsequent detail lines up one line, copy a detail line for subsequent pasting, and paste a previously cut detail line.

When all changes are made, <click> on the **"Save"** button to validate your changes to this screen. You will then be returned to the previous screen. Again, <click> on the **"Save"** button to validate this record.

Results:

coGL6.dbf - Financial Statement File
coGL7.dbf - Financial Statement Detail File
- Changes to Financial Statements saved

Delete Mode (GL0427)

This option allows you to delete any Financial Statement Format. To delete a Financial Statement Format, you must navigate to the record you wish to delete. You may find a record using the navigation tool bar or <click> on the **"Navigation"** option on the Menu Bar and then the appropriate navigation option.

This option allows you to delete accounts that you may have entered by mistake, or you no longer want. <Click> on the ***"Delete the Current Record"*** button or choose the ***"Operation"*** option from the Menu Bar and then ***"Delete."*** This will place you into the **"Delete"** mode, then <click> on **"Save"** to validate your deletion of this record.

Results:

coGL6.dbf - Financial Statement File
coGL7.dbf - Financial Statement Detail File
- Specified Financial Statement Format deleted

Copy Mode (GL0428)

This option allows you to set up a new Financial Statement by copying from an existing financial statement format. The ability to copy Financial Statement Formats makes setting up similar Financial Statements quick and accurate.

First, you must navigate to the record you wish to copy from. You may find a record using the navigation tool bar or <click> on the **"Navigation"** option on the Menu Bar and then the appropriate navigation option. <Click> on the ***"Create a Record Based on the Current Record"*** button or choose the ***"Operation"*** option from the Menu Bar and then ***"Copy."***

You will notice all the information will be copied to a new record. The system will prompt you to enter the financial statement number for this record. At this point you may choose to edit any of the information or <click> on the **"Save"** button to validate, which will then add it to the file.

Results:

coGL6.dbf - Financial Statement File
coGL7.dbf - Financial Statement Detail File
- New Financial Statement Format added

SPECIAL CONSIDERATIONS FOR FINANCIAL STATEMENT SETUP

The following sections describe special consideration when setting up financial statements.

Balance Sheet

It is **required** that the **Net Income** figure that was calculated on the Income Statement appears on the Balance Sheet. This is achieved by using a Summary Line Type ***(type 4)*** in the Equity Section of the Balance Sheet. The range of accounts for this Summary Line Type will be the first and last account numbers used in the Income Statement set up. This will allow the Balance Sheet to recalculate the Net Income amount each time the report is printed and provide accurate and up-to-date information.

Statement of Cash Flows

Within the setup of the Statement of Cash Flows report, headings and summary account types should be created for each of the three main categories: **Operating Activities**, **Investing Activities** and **Financing Activities**. In reviewing the printout of the report, you should find that when the company has a **"cash inflow"** into the business relative to a specific account or category, it will be reflected on this report as a positive number. Accounts or categories that have used cash and created a **"cash outflow"** during this period will reflect negative amounts.

After you have set up the three categories and summarized them by each group, a running total of these three groups should then be created on the report. It is called ***"Increase (Decrease) in Cash Equivalents."*** In the financial statement maintenance option, you will create this amount by using a running total of the three previous groups.

Next, a line should be added to the report for the beginning cash balances for the period. This should be labeled as ***"Cash and Cash Equivalents at Beginning of Period."*** This line must include a command in the description field that is entirely unique to this report. Without this command, your setup of this report will not calculate correctly.

At the end of the description line you must place a **"[P]"** to tell the system to look at the prior period's ending balances for the range of accounts you have specified. Then it will reverse the sign *(plus or minus)* of this balance so that the report will mathematically calculate correctly.

Finally, a line should be created at the bottom of the report which reflects the ending cash balances for the period. This should be labeled as **"Cash and Cash Equivalents at End of Period."**

If this is set up correctly, this amount will reflect the total of the ***"Increase (Decrease) in Cash Equivalents"*** and ***"Cash and Cash Equivalents at End of Period."*** This ending balance should match the sum total of your cash accounts found in the Balance Sheet.

EXPORT FINANCIAL STATEMENTS (GL0429)

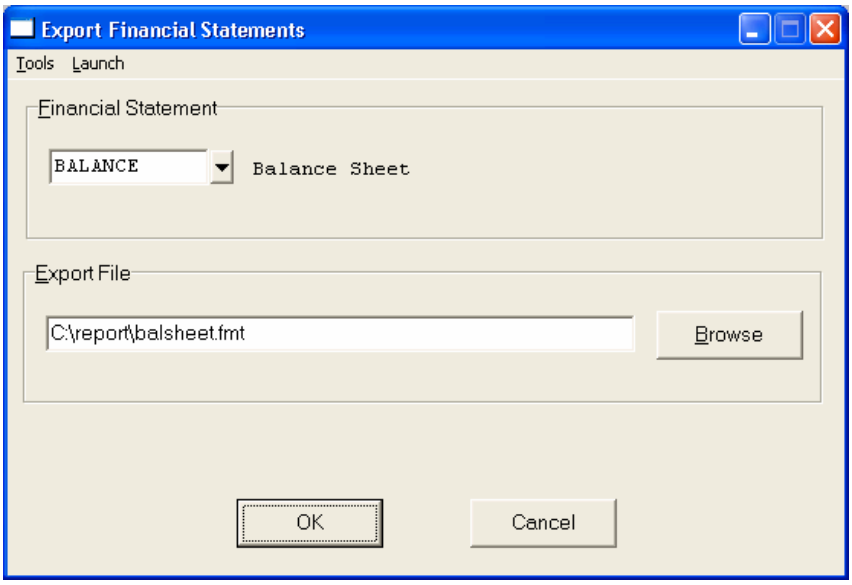
This option allows you to export a financial statement format to a single file, which may be imported into another system. It also allows you to export your financial statement formats to another directory or another medium for safe individual backup of each format.

NOTE

Keep in mind that under normal **"data"** backup execution, these financial statement format files may not be included. Therefore, take special precautions to include these files in your daily backup procedure.

This option is used to share financial statement formats including Balance Sheets, Income Statements and Statements of Cash Flow with other users with the same chart of accounts structure. This option creates a file, which contains all of the specified financial statement format information.

This file is in a format, which is recognizable to the ***"Import Financial Statements"*** option, described later in this chapter. When you select this option, you will be asked to enter the Financial Statement number that you wish to export.



<Click> on the Financial Statement field and then press the **Down Arrow** ***(F2 by default)*** to gain access to the statement listing. You may choose to search for statement formats by number or description. Once you have selected the financial statement format, the system will ask you for the name of the export data file to be created. You may specify any valid data path ***(drive assignment and subdirectory)*** and file name or you may use the **"Browse"** button to search for an existing file you wish to overwrite.

Example:

C:\REPORT\INCOME.FMT

If you specify either an improper file name or an invalid data path, the system will display a warning, ***"Invalid Path Name."*** If you specify a file name, which already exists, the system will ask if you wish to overwrite the existing file. When the new file is created the old file is deleted. To be on the safe side, don't overwrite a file if you don't know what it is.

Once you have specified a valid file name the system will perform the export. The system will return with a message that lets you know the export was successful. Now, you may do whatever you like with this self-contained financial statement format. After the export is complete, <click> on the **"Cancel"** button to return to the Menu Bar.

Results:

- Export File created with specified Financial Statement Format

IMPORT FINANCIAL STATEMENTS (GL0430)

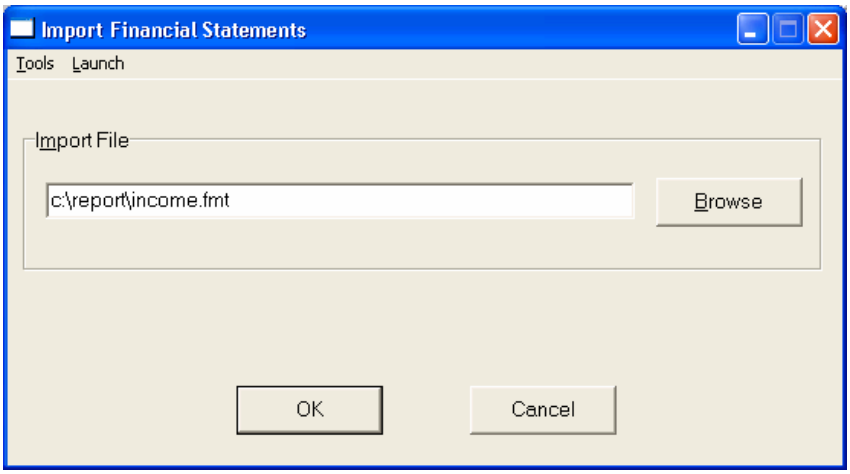
This option allows you to import a financial statement format from a single file, which was generated by another **Infinity POWER** General Ledger system or stored on another medium as a backup. This option is primarily used to share financial statement formats with other users. It allows you to use operational financial statements that were created by other users or created on another **Infinity POWER** General Ledger system.

This option **"imports"** a data file, which contains all of the specified financial statement format information. This file must be in a format, which was created by the ***"Export Financial Statements"*** option, described earlier in this chapter. When you select this option, the system will ask you for the name of the data file to be imported.

You may specify any valid data path ***(drive assignment and subdirectory)*** and a filename or <click> on the **"Browse"** button to browse for the file.

Example:

C:\REPORT\INCOME.FMT



If you specify either an improper filename or invalid data path, the system will display a warning, ***"Import File Not Found."*** If you specify a filename that contains a financial statement format which already exists, the system will alert you that this format exists and will allow you to replace it, if you so desire. After the import is complete, the system will prompt you for the next financial statement format to import. To exit this option, <click> on the **"Cancel"** button.

NOTE

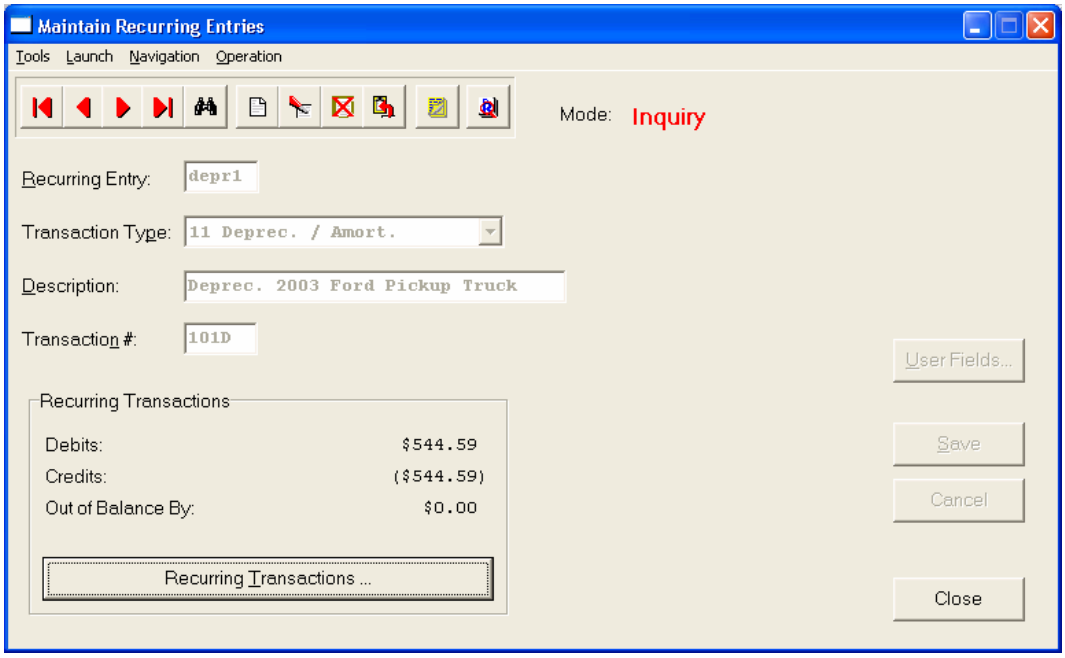
All financial statement formats contain General Ledger Chart of Account Numbers. If your chart of accounts differ from the originating source of the import file, it may be necessary to make changes to the format in the **"Set Up Financial Statements"** option or add the corresponding account numbers in the **"Set Up Accounts"** option.

Results:

coGL6.dbf - Financial Statement File
coGL7.dbf - Financial Statement Detail File
- New Financial Statement Format added

SET UP RECURRING JOURNAL ENTRIES

This section discusses the ways to add, change, delete, and copy recurring journal entries. Each of the recurring entries needs to be assigned a number. It is recommended that the numbers be assigned in such a way that allows grouping the entries that are normally posted at the same interval *(monthly, quarterly, annually)* together.



You may add **"notes"** to any Recurring Journal Entry that may be viewed on the screen for additional information or planning. This may be done when viewing an inquiry, adding a new account, changing an existing account or copying an account.

By <clicking> on the **Note Pad Button**, a screen will appear that will allow you to add or review free-form notes. If you are adding a new record, navigation is not required. <Click> on the ***"Create a New Record"*** button or choose the ***"Operation"*** option from the Menu Bar and then ***"Add."*** A screen will appear with the current date and time. You will be prompted for a description of fifty **(50)** characters which is used as part of the display when selecting to review existing notes. Each note recorded has up to ten **(10)** lines of fifty characters each which may be used for your free-form notes.

Once notes are added to the file, they can be reviewed at any time by accessing the account through an inquiry mode or a change mode and then <clicking> on the **Note Pad Button**. Once this screen is displayed you will have the tool bar navigation options to select the first detail record, select the next record detail, select the previous record detail, select the last record in the detail list or search through the detail records. You may then view the notes for this record.

If you have set up **User-Definable Fields** in either the **Windows Character-based** or **UNIX** products, you will be able to view and change data information in these fields. By <clicking> on the **"User Fields"** button, you will access an additional screen of data fields. If you are in an **Inquiry Mode**, then you will be able to view these fields. If you are in a **Change** or **Copy Mode**, you will be able to modify the information in these fields. You must make sure that your ***General Configuration*** options are set up to allow access to **User-Definable Fields**.

Add Mode (GL0406)

The ***"Set Up Recurring Journal Entries"*** option allows you to set up journal entries, which remain constant over time and require posting periodically. Recurring Entries are entries such as rent, depreciation, loan payments, etc. If you are adding a new record, navigation is not required. <Click> on the ***"Create a New Record"*** button or choose the ***"Operation"*** option from the Menu Bar and then ***"Add."***

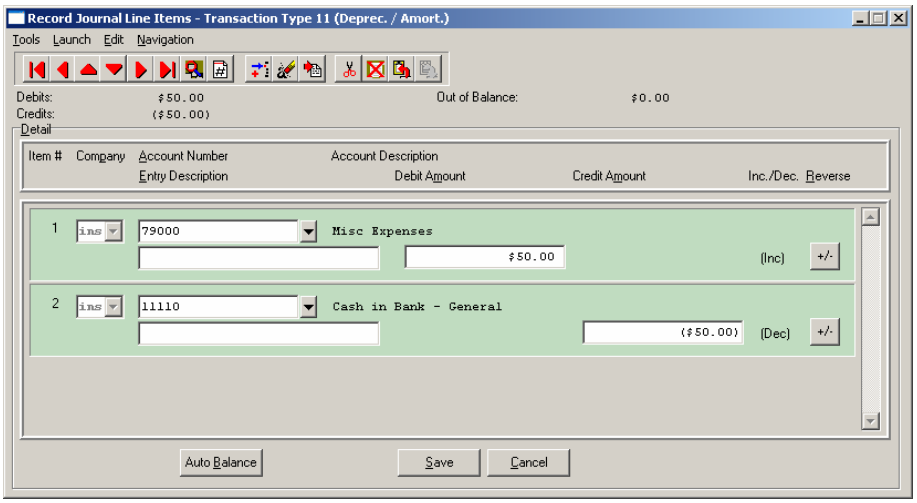
This mode allows you to add new Recurring Journal Entries into your General Ledger system. The first screen will be used to define the type of transaction, its description, and transaction number. The following is an explanation of each of these data items:

NOTE

Before setting up your Recurring Journal Entries, we suggest that you organize them in such a way that you can simply input ranges of entry numbers when posting. In other words, entries you wish to post at the same time should be grouped together numerically. For example, if you have ranges of journal entries which are posted on a specific day each month, you may want to set up the first **2** characters in the Entry number to be the day of the month, you will be using it on.

Recurring Entry	Enter the journal entry number that you wish to assign. It may be up to five **(5)** characters *(alpha/numeric).*
Transaction Type	This defines the transaction type of the journal entry. These transaction types are those you have set up in the ***"General Ledger Configuration"*** option such as Check Register or General Journal.
Description	This is a thirty **(30)** character *(alpha/numeric)* description of the journal entry. This will be printed on all transaction journals and audit trails.
Transaction Number	This is the actual transaction number that will be assigned to the journal entry. It can be up to five characters *(alpha/numeric).*

<Click> on the **"Recurring Transactions"** button to enter the detail information for this journal entry.


Record Journal Line Items - Transaction Type 11 (Deprec. / Amort.)
Tools Launch Edit Navigation
Debits: $50.00
Credits: ($50.00)
Out of Balance: $0.00
Detail
Item # Company Account Number Account Description
Entry Description Debit Amount Credit Amount Inc./Dec. Reverse
1 ins 79000 Misc Expenses
$50.00 (Inc) +/-
2 ins 11110 Cash in Bank - General
($50.00) (Dec) +/-
Auto Balance Save Cancel

The transaction screen allows up to ten **(10)** lines of data containing the company, account number, description and amount. If the Intercompany feature is not turned **"on"** in the ***"General Ledger Configuration,"*** the program will skip over the company question. Also, if the option to ***"Allow Descriptions on Each Journal Entry Leg?"*** is turned **"off,"** the program will skip over the description field.

Within the **"Record Journal Line Items"** option there is a button to easily reverse the debit and credit entries of the journal entry. Users get immediate feedback on the impact on which direction an account's entry will be taking during the posting of a Journal Entry. This feedback allows users to know whether they are increasing an account's balance or decreasing an account's balance without having to have extensive knowledge of Debits and Credits. It automatically recognizes the normal sign on the accounts. You can easily switch from debit to credit side by selecting the plus/minus button.

The following describes each of the data fields on the scrolling input screen:

Company *(If Intercompany Processing is turned on)*	This is the company number of the company to debit or credit. You may change the company by <clicking> on the arrow and the available choices will appear. The company number entered must exist on the current data drive.
Account	This is the account number that will be either debited or credited. Press the ***Down Arrow (by default F2)*** to gain access to the account listing. You may choose to search for accounts by account number or description.
Transaction Line Description (If option is turned on)	This is a description, which will be assigned to this leg of the recurring journal entry. By default it automatically stores the main description entered from the initial screen. You may choose to overwrite each description on each transaction leg.
Amount	The cursor will now be placed in the amount column. Enter the appropriate dollar amount and press **TAB** to go to the next line of detail. Please note that to the right of the amount column you will see either **"(Inc)"** or **"(Dec)."** This is a helpful message to indicate whether you are increasing or decreasing the account ***(based on the account type and contra balance)*.**

You will notice that the amount entered is also summarized below the tool bar into **Total Debits** and **Total Credits** and the amount needed to balance the journal entry.

Notice that on the bottom left side of the screen, there is a button that allows you to **"Auto Balance."** If there is a default account set up for the transaction type you are using, the program will use this account for the necessary debit or credit to balance the journal entry. In this case, <click> on the **"Auto Balance"** button at the account number field.

If there is no default account set up for this transaction type, you must enter the balancing account number. Then, at the amount filed, you may <click> on the **"Auto Balance"** button to balance the journal entry. When you have finished your recurring journal entry, and you are in balance, <click> on the **"Save"** button to save your journal entry

NOTE

You ***cannot*** save a recurring journal entry that is out of balance unless you have set the option ***"Allow Out Of Balance Journal Entries"*** in the ***"General Ledger Configuration"*** to **"on."**

Please note that the description you input for the journal entry will also be the description you may search by when editing or posting these entries. You may have up to **10 "legs"** per Recurring Journal Entry.

Example:

Suppose that on the 15th of each month your company pays two loan payments and three company car payments. You could set up your journal entry numbers to be:

15-01
15-02
15-03
15-04
15-05

Then on the 15th of every month you would simply select the option to ***"Post Recurring Journal Entries"*** and input 15-01 as the beginning entry number and 15-05 as the ending entry number. All five journal entries will be automatically posted.

Results:

coGL4.dbf - Recurring Entries File
- New Records added

Change Mode (GL0407)

This mode allows you to make changes to the information on an existing Recurring Journal Entry. All the fields in a Recurring Journal Entry can be changed through this option. First, you must navigate to the record you wish to change. You may find a record using the navigation tool bar or <click> on the **"Navigation"** option on the Menu Bar and then the appropriate navigation option. If you are changing a record, <click> on the ***"Modify the Current Record"*** button or choose the ***"Operation"*** option from the Menu Bar and then ***"Change."*** Make the changes required and <click> on the **"Save"** button to save your changes or <click> on the **"Cancel"** button to cancel the changes made.

After completing any changes to the first screen, <click> on the **"Recurring Transactions"** button to proceed to the detail lines. Once this screen is displayed you will have the tool bar navigation options to select the first detail record, select the next record detail, select the previous record detail, page up the detail list, page down the detail list, select the last record in the detail list, select a specific detail record based on text or select a specific detail record based on a line number.

When you select by either a record based on text or a record based on a line number, enter the appropriate information *(either text or a line number)* and <click> on **"OK."** When you choose to select a specific record in the file, you may search for that record by account number or description. <Click> on either of the choices and enter the information you want to search on. Once you have found the record you wish to be displayed, you may either double <click> on it or just highlight it and <click> on **"OK."**

Once you have navigated to the correct detail line, you may make the changes necessary. You may use the operation tool bar options to clear data in current field, insert a detail line before the current detail line, delete the current detail line and save for pasting *(cut)*, delete current detail line and shift all subsequent detail lines up one line, copy a detail line for subsequent pasting, and paste a previously cut detail line.

When all changes are made, <click> on the **"Save"** button to validate your changes to this screen. You will then be returned to the previous screen. Again, <click> on the **"Save"** button to validate this record.

Results:

coGL4.dbf - Recurring Entries File
- Changes to Recurring Journal Entry saved

Delete Mode (GL0408)

This mode allows you to delete any Recurring Journal Entry. First, you must navigate to the record you wish to delete. You may find a record using the navigation tool bar or <click> on the **"Navigation"** option on the Menu Bar and then the appropriate navigation option.

This option allows you to delete accounts that you may have entered by mistake, or you no longer want. <Click> on the ***"Delete the Current Record"*** button or choose the ***"Operation"*** option from the Menu Bar and then ***"Delete."*** This will place you into the **"Delete"** mode, then <click> on **"Save"** to validate your deletion of this record.

Results:

coGL4.dbf - Recurring Entries File
- Specified Recurring Journal Entry deleted

Copy Mode (GL0409)

This option allows you to set up new Recurring Journal Entries by copying existing ones. The ability to copy Recurring Journal Entries makes setting up similar Recurring Entries quick and accurate. First, you must navigate to the record you wish to copy from. You may find a record using the navigation tool bar or <click> on the **"Navigation"** option on the Menu Bar and then the appropriate navigation option.

<Click> on the ***"Create a Record Based on the Current Record"*** button or choose the ***"Operation"*** option from the Menu Bar and then ***"Copy."*** You will notice all the information will be copied to a new record.

The system will prompt you to enter the new journal entry number for this record. At this point, you may choose to edit any of the information or <click> on the **"Save"** button to validate, which will then add it to the file.

Results:

coGL4.dbf - Recurring Entries File
- New Recurring Entry added

SET UP CONSOLIDATION ENTITIES

This section discusses the ways to set up ***(create)***, change, delete, and copy General Ledger Consolidation Entities. You may add **"notes"** to any Consolidation Entity that may be viewed on the screen for additional information or planning. This may be done when viewing an inquiry, adding a new account, changing an existing account or copying an account.

By <clicking> on the **Note Pad Button**, a screen will appear that will allow you to add or review free-form notes. If you are adding a new record, navigation is not required. <Click> on the ***"Create a New Record"*** button or choose the ***"Operation"*** option from the Menu Bar and then ***"Add."*** A screen will appear with the current data and time. You will be prompted for a description of fifty **(50)** characters which is used as part of the display when selecting to review existing notes. Each note recorded has up to ten **(10)** lines of fifty characters each which may be used for your free-form notes.

Once notes are added to the file, they can be reviewed at any time by accessing the account through an inquiry mode or a change mode and then <clicking> on the **Note Pad Button**. Once this screen is displayed you will have the tool bar navigation options to select the first detail record, select the next record detail, select the previous record detail, select the last record in the detail list or search through the detail records. You may then view the notes for this record.

If you have set up **User-Definable Fields** in either the **Windows Character-based** or **UNIX** products, you will be able to view and change data information in these fields. By <clicking> on the **"User Fields"** button, you will access an additional screen of data fields. If you are in an **Inquiry Mode**, then you will be able to view these fields. If you are in a **Change** or **Copy Mode**, you will be able to modify the information in these fields. You must make sure that your ***General Configuration*** options are set up to allow access to **User-Definable Fields**.

Add Mode (GL0410)

This mode allows you to set up ***(create)*** new Consolidation Entities. Consolidation Entities represent the accumulated financial information from one or more companies combined for financial reporting. Consolidation Entities are an *optional* feature of this system.

Consolidated financial reporting can be a very valuable tool to companies that have various percentages of ownership, such as partnerships, joint ventures, or investments. In addition, this consolidation feature can be a valuable tool for summarizing the total financial position of a parent company by the consolidation of its subsidiaries.

In essence, the consolidation process takes the trial balance information for each company specified within a Consolidation Entity and accumulates this information into a new ***"company."*** To access this ***"new"*** company, you must have created all of the data files as part of the normal start up process. This ***"new"*** company must be created in the same fashion, as a standard company would be set up. You must initiate the files with the ***"Start up from Scratch"*** option and ***"Set Up Financial Statements"*** before you can process a consolidation.

Normally, the easiest way to handle this is to simply import an existing company's Financial Statements and modify the new company with any necessary changes.

This new company is treated just like any other company within your General Ledger System. Therefore, you may print all financial reports and even post journal entries or specify a new financial statement format for this new company.

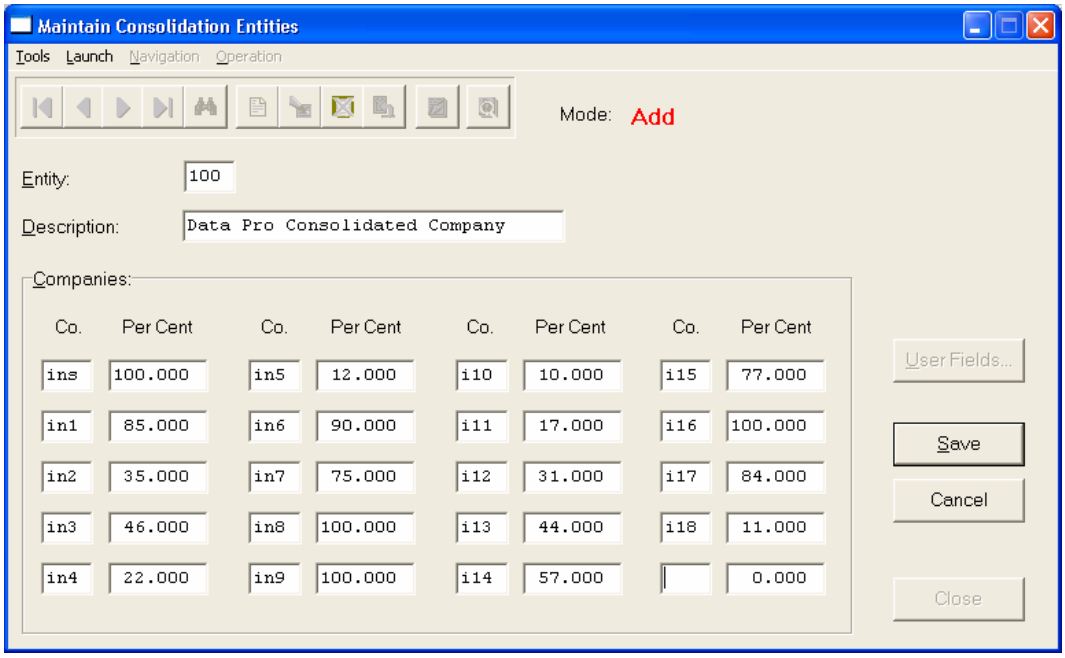
NOTE

Each time the consolidation process is performed for this new company, the accounts will be cleared and then re-created from the companies defined as its entities. If adjusting journal entries must be made, these must be done after all consolidations have been performed for the fiscal year.

Each Consolidation Entity may consist of **20** companies, which may even be other consolidation created companies. Each company may be brought into the Entity at various percentages of ownership. This allows you to specify what percent of the account balances should be included in the consolidation. For instance, a **60%/40%** Joint Venture could be reported with one Entity specifying **60%** ownership and another Entity specifying **40%**.

Remember that all companies should be operating under the same fiscal year. In other words, the **"Last Month"** for each company should be the same. Otherwise, you will be combining information into **"fiscal periods"** that may look the same, but aren't. This would be particularly inaccurate if one company were using the normal **12**-month ***(period)*** processing method while another company was set up using the **13** period processing method. You would not be seeing accurate comparisons of dollar amounts and time periods.

If you are adding a new record, navigation is not required. <Click> on the ***"Create a New Record"*** button or choose the ***"Operation"*** option from the Menu Bar and then ***"Add."*** This mode allows you to add new Consolidation Entity into your General Ledger system.


Maintain Consolidation Entities
Tools Launch Navigation Operation
Mode: Add
Entity: 100
Description: Data Pro Consolidated Company
Companies:
Co. Per Cent Co. Per Cent Co. Per Cent Co. Per Cent
ins 100.000 in5 12.000 i10 10.000 i15 77.000
in1 85.000 in6 90.000 i11 17.000 i16 100.000
in2 35.000 in7 75.000 i12 31.000 i17 84.000
in3 46.000 in8 100.000 i13 44.000 i18 11.000
in4 22.000 in9 100.000 i14 57.000 0.000
User Fields...
Save
Cancel
Close

The following is an explanation of each of these data items:

Consolidation Entity Number	This is the new company number associated with this Consolidation Entity. This is also the number of the company that will be used at the time of consolidation. **NOTE: DO NOT** set up a Consolidation Entity with the same number as an active company **(a company that you actually post daily transactions to**). When you execute the **"Perform Consolidation"** option, the system deletes the chart of account information in the consolidated entity company and recreates it with the new consolidation figures. Likewise, do not start any of your companies with the letters **"co"** since they are used by the system when performing the consolidation function. Firms not using the consolidated feature may do so at their discretion.
Description	This is the description of the Consolidated Entity, which may optionally be used to select this Entity.
Company Number	This is the company number of each of the companies to be included in the consolidation.
Percentage of Ownership	This is each company's consolidation percent into the new Consolidation Entity. Ranging from **999%** to **.001%**. If you wish to consolidate all of the company's information into this consolidation entity, you define the percentage to be **100%**.

NOTE

The system allows you to specify a percentage above **100%** specifically for conversions to other currencies. This allows you to process your general ledger, and all other modules, in one currency and then consolidate one company into another based on a percentage that reflects the current exchange rate. After you have entered the above information you may validate the new Consolidation Entity by <clicking> **"Save"**.

When you have finished entering the information defining your Consolidating Entity, <click> on the **"Save"** button to save your record.

Results:

sysGL5.dbf - Consolidation File
- New Consolidation Entity created

Change Mode (GL0411)

This mode allows you to change information on any existing Consolidation Entity. First, you must navigate to the record you wish to change. You may find a record using the navigation tool bar or <click> on the **"Navigation"** option on the Menu Bar and then the appropriate navigation option.

If you are changing a record, <click> on the ***"Modify the Current Record"*** button or choose the ***"Operation"*** option from the Menu Bar and then ***"Change."*** Make the changes required and <click> on the **"Save"** button to save your changes or <click> on the **"Cancel"** button to cancel the changes made.

Results:

sysGL5.dbf - Consolidation Entity File
- Changes stored for the Consolidation Entity

Delete Mode (GL0412)

This option allows you to delete any Consolidation Entity. You may delete any consolidation entity any time you wish. First, you must navigate to the record you wish to delete. You may find a record using the navigation tool bar or <click> on the **"Navigation"** option on the Menu Bar and then the appropriate navigation option.

This option allows you to delete entities that you may have entered by mistake, or you no longer want. <Click> on the ***"Delete the Current Record"*** button or choose the ***"Operation"*** option from the Menu Bar and then ***"Delete."*** This will place you into the **"Delete"** mode, then <click> on **"Save"** to validate your deletion of this record.

Results:

sysGL5.dbf - Consolidation Entity File
- Specified Consolidation Entity deleted

Copy Mode (GL0413)

This option allows you to set up new Consolidation Entities by copying existing ones. The ability to copy Consolidation Entities makes setting up similar Entities quick and accurate. First, you must navigate to the record you wish to copy from. You may find a record using the navigation tool bar or <click> on the **"Navigation"** option on the Menu Bar and then the appropriate navigation option.

<Click> on the ***"Create a Record Based on the Current Record"*** button or choose the ***"Operation"*** option from the Menu Bar and then ***"Copy."*** You will notice all the information will be copied to a new record. The system will prompt you to enter the new consolidation entity number for this record. At this point, you may choose to edit any of the information or <click> on the **"Save"** button to validate, which will then add it to the file.

Results:

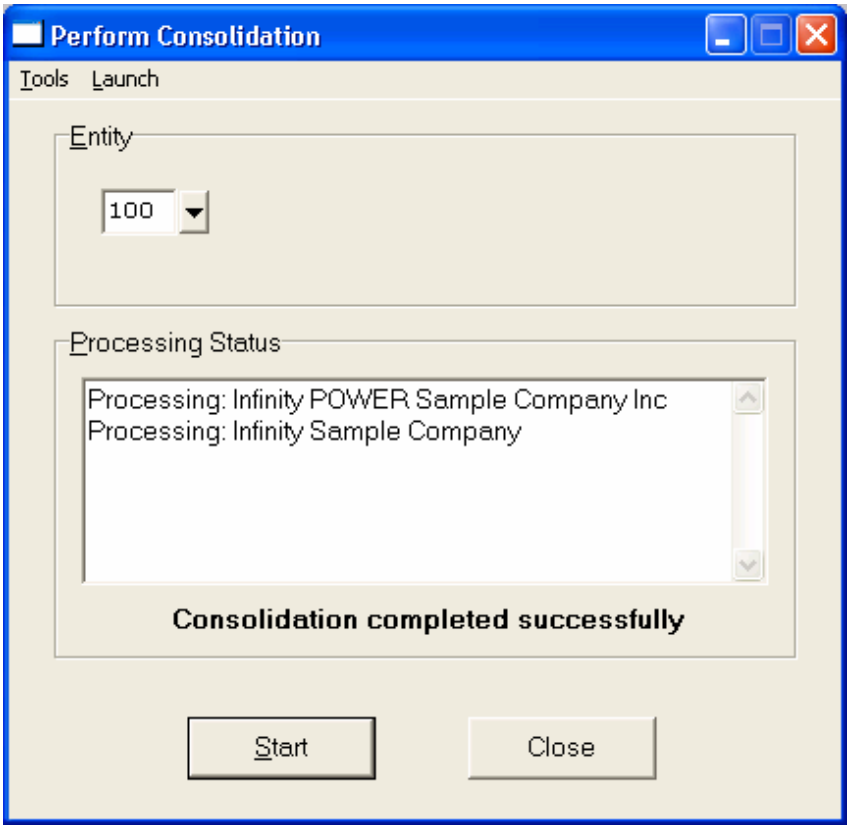
sysGL5.dbf - Consolidation Entity File
- New Consolidation Entity created

PERFORM CONSOLIDATION (GL0414)

This option allows you to combine several companies, at varying percentages of ownership, into one Consolidation Entity.

NOTE
The Consolidation Entity must already be set up to perform this option.

When you select this option, you will be prompted to select the Consolidation Entity to process. You can press the **Down Arrow** ***(F2 by default)*** to gain access to the consolidation entity listing. You may choose to search for entities by number or description. To begin the process, <click> on the **"Start"** button.



After you start the consolidation process, the screen will display each company being processed. If a company is not found, a message will print indicating that this company is not included in the consolidation. After the consolidation is complete, you may press the **"Close"** button to return to the Menu Bar where you may change the company by selecting **"File"** and then **"Company"** or by pressing the **F4** key to the newly consolidated entity and print any reports that you desire. The consolidation process will combine accounts in the new entity based on account numbers, therefore a consistent numbering system for each company's chart of account is recommended.

The chart of accounts do not have to be identical, you simply need to verify that all identical account numbers specify the same account. For instance, you wouldn't get accurate consolidated financial information if account number **10000** represented ***"Cash in Bank"*** in one company and "***Depreciation Expense"*** in another.

During consolidation, all account description, account type, and contra balance information will be taken from the first account used with a specific account number. All subsequent account number matches will consolidate dollar balances only.

Example:

Suppose your company purchases **35%** of another company. You will be maintaining the records of this subsidiary as well as your parent company. In order to give a complete financial picture to your Board of Directors, the subsidiary's financial statements must be combined with the parent company's. Simply set up a consolidation entity that will consolidate **100%** of the parent company's financial statements with **35%** of the subsidiary's.

Again, keep in mind that all companies that are being consolidated must have the same Month of Year End. Otherwise, this could cause information to be distorted or be inaccurate.

Results:

ceGL1dy.dbf - General Ledger Account File *(where **"ce"** is the company number specified by the Consolidation Entity)*
- Consolidation Entity contains newly calculated consolidated trial balance amounts

SET UP DEPARTMENT ALLOCATIONS

This section discusses the ways to add, change, delete, and copy department allocations. Each of the allocations defined are based on a General Ledger account number. When entries are posted to this account number from any source or subsidiary accounting module, the General Ledger system will look to this file and verify if that account number has been defined as having an allocation. If the system finds a department allocation, it will post detailed journal entries to the accounts defined under that department's allocation. The journal that will show these entries is the journal from which the source entry originated.

You may add **"notes"** to any Department Allocation that may be viewed on the screen for additional information or planning. This may be done when viewing an inquiry, adding a department allocation, changing an existing department allocation or copying a department allocation.

By <clicking> on the **Note Pad Button**, a screen will appear that will allow you to add or review free-form notes. If you are adding a new record, navigation is not required. <Click> on the ***"Create a New Record"*** button or choose the ***"Operation"*** option from the Menu Bar and then ***"Add."*** A screen will appear with the current date and time. You will be prompted for a description of fifty **(50)** characters which is used as part of the display when selecting to review existing notes. Each note recorded has up to ten **(10)** lines of fifty characters each, which may be used for your free-form notes.

Once notes are added to the file, they can be reviewed at any time by accessing the account through an inquiry mode or a change mode and then <clicking> on the **Note Pad Button**. Once this screen is displayed you will have the tool bar navigation options to select the first detail record, select the next record detail, select the previous record detail, select the last record in the detail list or search through the detail records. You may then view the notes for this record.

If you have set up **User-Definable Fields** in either the **Windows Character-based** or **UNIX** products, you will be able to view and change data information in these fields. By <clicking> on the **"User Fields"** button, you will access an additional screen of data fields. If you are in an **Inquiry Mode**, then you will be able to view these fields. If you are in a **Change** or **Copy Mode**, you will be able to modify the information in these fields. You must make sure that your ***General Configuration*** options are set up to allow access to **User-Definable Fields**.

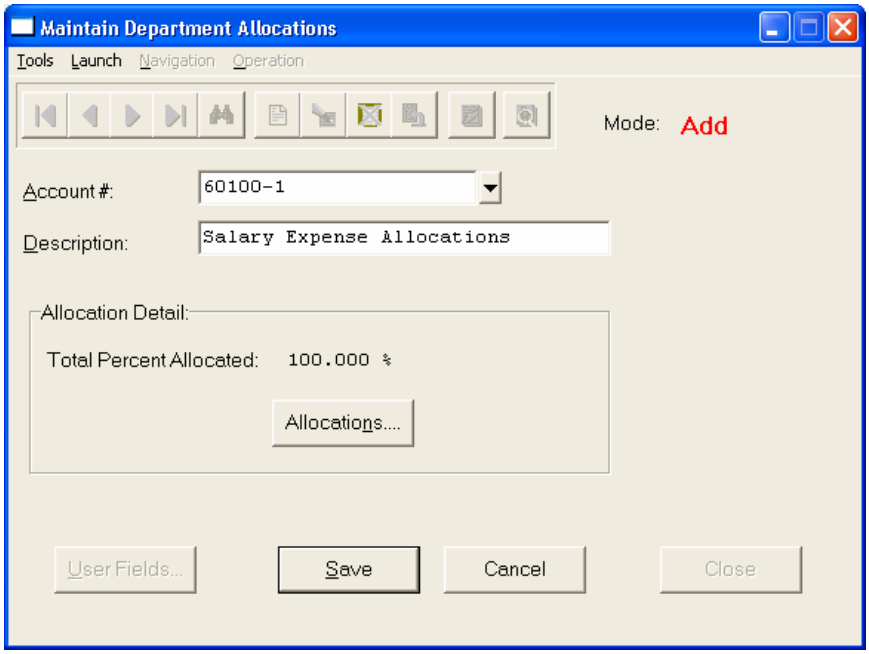
NOTE

This option requires a new file to be created to store the **Department Allocation** information. If you have upgraded from a previous **Infinity POWER** version, please be sure to run the **POWER Upgrade Utility** before attempting to use this option.

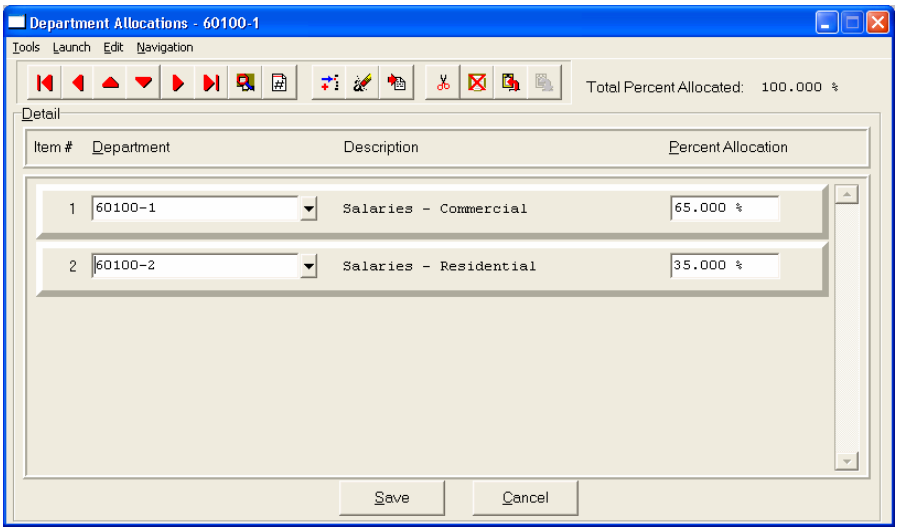
Add Mode (GL0431)

This option allows you to set up allocations, which remain constant over time and will automatically be taken into effect when posting to the General Ledger occurs and these departments are utilized. You may define up to ninety-nine **(99)** allocations per General Ledger account.

This mode allows you to add new Department Allocations into your General Ledger system. The first screen will be used to define the Department Allocation main account.



Next, <click> on the **"Allocations"** button and the detail screen will appear.


Department Allocations - 60100-1
Tools Launch Edit Navigation
Total Percent Allocated: 100.000 %
Detail
Item # Department Description Percent Allocation
1 60100-1 Salaries - Commercial 65.000 %
2 60100-2 Salaries - Residential 35.000 %
Save
Cancel

The following is an explanation of each of these data items on the allocation screen:

Department	Enter a valid General Ledger account number or press the **F2** key to pop-up a scrolling list of available account numbers. This account number specifies the automatic distribution of journal entries based on a percentage that affects the main account.
Description	This field is automatically filled with the description of the General Ledger account number selected as the Department.
% Allocation	This field requires a percentage amount to be defined that will be used in calculating the correct amount when distributing this Department Allocation. Each time an account is added to the allocation list, the **"Total % Allocation"** amount is updated at the top of the screen. The **Total % Allocation** cannot exceed **100%**.

After you have entered the above information you may validate the new Department Allocation by <clicking> the **"Save"** button.

Results:

coGLC.dbf – Department Allocation File
- New Department Allocation created

Change Mode (GL0432)

This mode allows you to change information on any existing Department Allocation. First, you must navigate to the record you wish to change. You may find a record using the navigation tool bar or <click> on the **"Navigation"** option on the Menu Bar and then the appropriate navigation option.

If you are changing a record, <click> on the ***"Modify the Current Record"*** button or choose the ***"Operation"*** option from the Menu Bar and then ***"Change."*** Make the changes required and <click> on the **"Save"** button to save your changes or <click> on the **"Cancel"** button to cancel the changes made.

Results:

coGLC.dbf – Department Allocation File
- Changes stored for the Department Allocation

Delete Mode (GL0433)

This option allows you to delete any Department Allocation. You may delete any Department Allocation any time you wish. First, you must navigate to the record you wish to delete. You may find a record using the navigation tool bar or <click> on the **"Navigation"** option on the Menu Bar and then the appropriate navigation option.

This option allows you to delete entities that you may have entered by mistake, or you no longer want. <Click> on the ***"Delete the Current Record"*** button or choose the ***"Operation"*** option from the Menu Bar and then ***"Delete."*** This will place you into the **"Delete"** mode, then <click> on **"Save"** to validate your deletion of this record.

Results:

coGLC.dbf – Department Allocation File
- Specified Department Allocation deleted

Copy Mode (GL0434)

This option allows you to set up new Department Allocations by copying existing ones. The ability to copy Department Allocations makes setting up similar allocations quick and accurate. First, you must navigate to the record you wish to copy from. You may find a record using the navigation tool bar or <click> on the **"Navigation"** option on the Menu Bar and then the appropriate navigation option.

<Click> on the ***"Create a Record Based on the Current Record"*** button or choose the ***"Operation"*** option from the Menu Bar and then ***"Copy."*** You will notice all the information will be copied to a new record. The system will prompt you to enter the new Department Allocation number for this record. At this point, you may choose to edit any of the information or <click> on the **"Save"** button to validate, which will then add it to the file.

Results:

coGLC.dbf – Department Allocation File
- New Department Allocation created

START NEW FISCAL YEAR (GL0418)

This option starts up the General Ledger files for each new fiscal year. Before executing this option, you should make multiple copies of the old year's files for archival purposes.

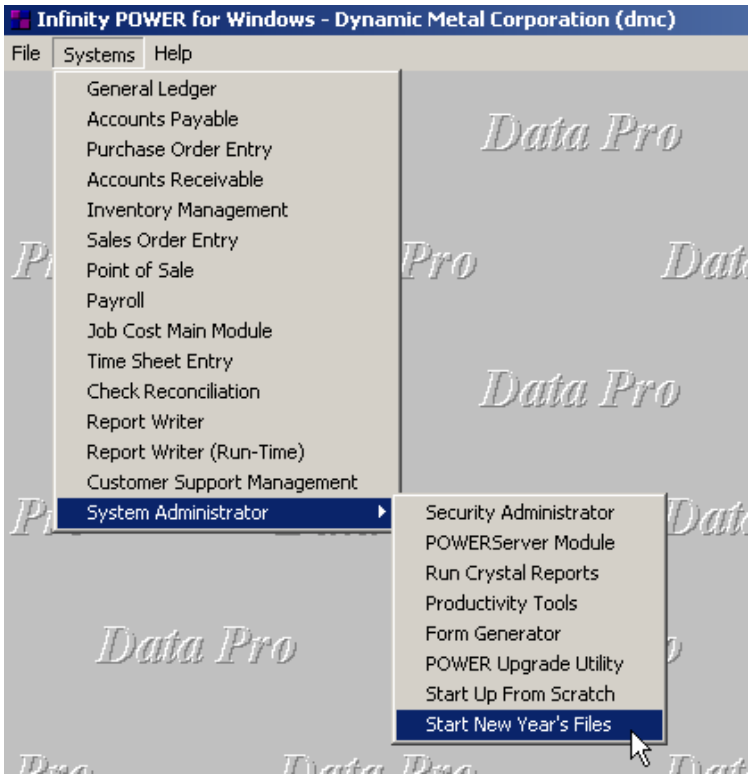
When you start the files for a new fiscal year, three operations occur.

- New **coGL1dy.dbf**, **coGL1dy.mdx**, **coGL2dy.dbf** and **coGL2dy.mdx** files are created for the new year.
- The Income Statement account balances are cleared in the new year.
- Net Income is booked into the Retained Earnings account established in the "*General Ledger Configuration*."

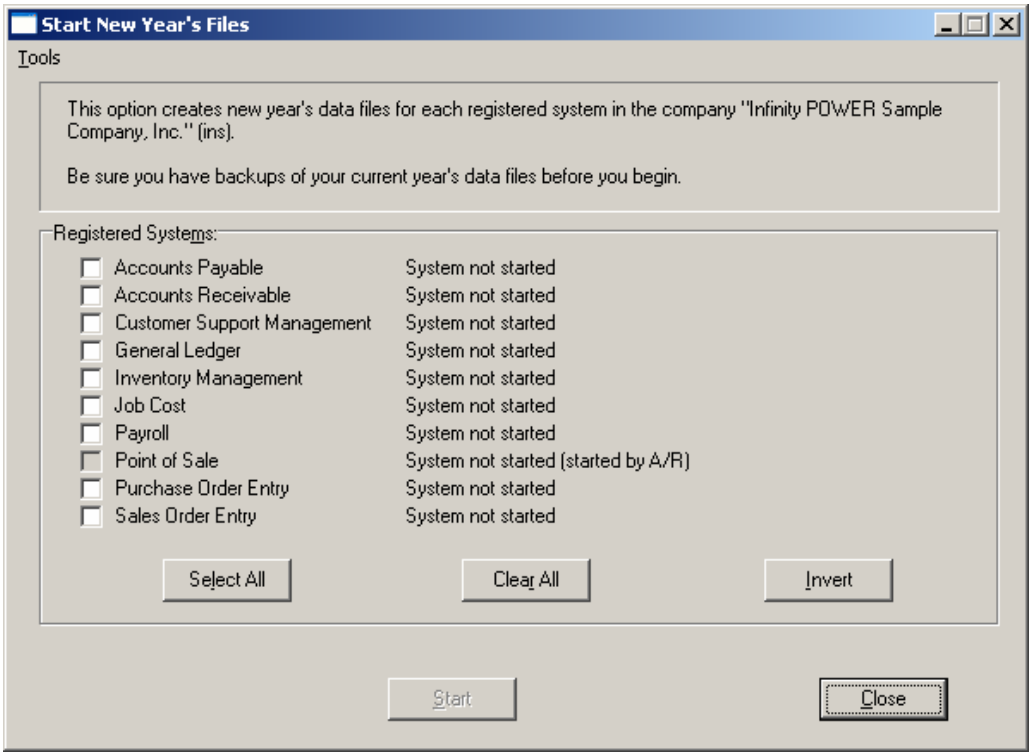
NOTE

If you are utilizing the **Fund Accounting** operations, the option to **"Start New Fiscal Year"** will book the Net Income into the Retained Earnings account for each individual fund established in your Chart of Account structure. After you create the files for the new year, you may process in both years simultaneously. After you are ready to close the previous year, you should select the **"Bring Balances Forward"** option to update the new year's beginning account balances.

To select this option, you will go to **"Systems"** from the Menu Bar and select **"System Administrator."** The following screen illustrates where to locate this option.



Before selecting this option you should make several backups of the old year for archival purposes before starting the new year. ***You must also be in the last fiscal period (month) of the year before you can execute this option***.


Start New Year's Files
Tools
This option creates new year's data files for each registered system in the company "Infinity POWER Sample Company, Inc." (ins).
Be sure you have backups of your current year's data files before you begin.
Registered Systems:
Accounts Payable System not started
Accounts Receivable System not started
Customer Support Management System not started
General Ledger System not started
Inventory Management System not started
Job Cost System not started
Payroll System not started
Point of Sale System not started (started by A/R)
Purchase Order Entry System not started
Sales Order Entry System not started
Select All
Clear All
Invert
Start
Close

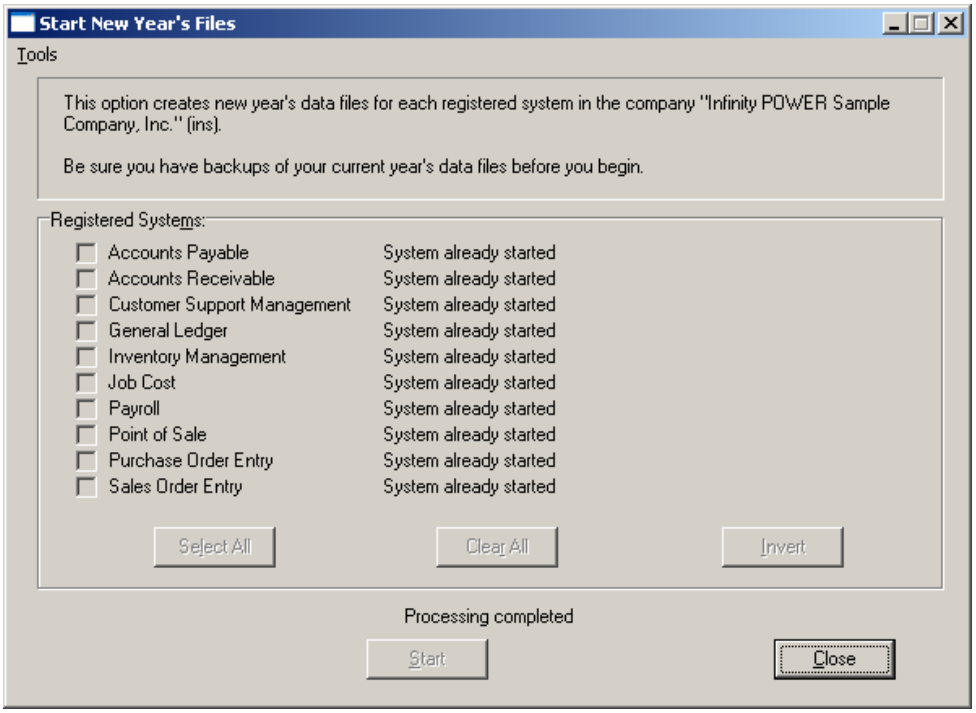
If you are in any other period or month other than the last fiscal period of the year, the system will not allow the user to select any modules to **"Start New Year's Files."** Therefore, if you are looking to create **2007** data files as the new year, the old year is **2006** and your date should be set to a day in the last fiscal period of **2006**. If you are prepared to begin data files for the new fiscal year, you may choose the **"Select All"** button which will highlight all Registered Systems. Or, you may choose the **"Clear All"** button to undo your choices. The **"Invert"** button reverses the choices currently selected on the screen.

You may also take your mouse and <click> on each accounting module one by one to specify which module(s) to select for this function. It is not uncommon for many users to be prepared to begin certain data files for the new fiscal year such as General Ledger and Accounts Payable while holding back on certain modules such as the Sales Order Entry module. This would allow users to continue processing orders in the prior fiscal year to allow additional sales to get on the books or to complete orders prior to starting the new order file for the new year. Once this file is started, only outstanding orders will be transferred to the new fiscal year.

General Ledger, however, is one module whereby users may create new data files for the new fiscal year and continue to process in both the prior and new fiscal years and the same time. Once postings are made to the prior fiscal year, the option to **"Bring Balances Forward"** into the new year is run to bring all adjusted balances current.

Select the module(s) to Start New Year's Files for and <click> on the **"Start"** button. The program will create the new year's data files. The system will show a message next to each module stating **"System already started."** The bottom of the screen will show **"Processing Completed."**

<Click> on the **"Close"** button to return to the Menu Bar.


Start New Year's Files
Tools
This option creates new year's data files for each registered system in the company "Infinity POWER Sample Company, Inc." (ins).
Be sure you have backups of your current year's data files before you begin.
Registered Systems:
Accounts Payable System already started
Accounts Receivable System already started
Customer Support Management System already started
General Ledger System already started
Inventory Management System already started
Job Cost System already started
Payroll System already started
Point of Sale System already started
Purchase Order Entry System already started
Sales Order Entry System already started
Select All
Clear All
Invert
Processing completed
Start
Close

Make certain before executing this option that the current system date is set to the **LAST DAY OF OLD YEAR.** The old year is the year just completed. Therefore, if you are looking to create **2007** data files as the new year, the old year is **2006**.

Results:

New **coGL1dy.dbf** and **coGL2dy.dbf** created

BRING BALANCES FORWARD (GL0419)

This option brings balances forward from the old fiscal year into the current fiscal year. Net income from the previous year will be automatically added to the beginning balance of the Retained Earnings account. You may execute this option as often as you wish.

You should execute this option if you have made changes to the prior year's General Ledger files after this year's files have already been created. The only data that is affected by executing this option is the beginning year's balances for each account. The year ending account balances for all Balance Sheet accounts will be brought forward without modification.

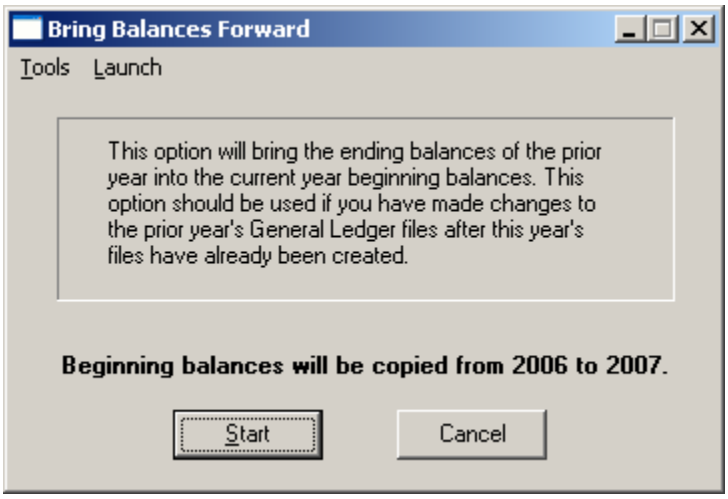
The Net Income calculated from the sum of all Income Statement accounts will be added to the beginning year's balance for your Retained Earnings account established in ***"General Ledger Configuration."*** Make certain before executing this option that the **CURRENT SYSTEM DATE IS SET TO NEW YEAR** and that both the current year's and prior year's data files are located on the current data path.

Example:

Suppose you have already started processing in the new year **(2007)** and you need to make an adjusting entry in an account for last year **(2006)**.

1. Post all integration files in the current year **(2007.)**
2. Press **F3** and change the system date to the date of last year you need to process in **(12/31/2006.)**
3. Post any necessary transactions *(including all integration files.)*
4. Press **F3** again and return to the current year's system date. **(2007)**

5. Execute the ***"Bring Balances Forward"*** option.
6. All accounting information is now current in the new year.


Bring Balances Forward
Tools Launch
This option will bring the ending balances of the prior year into the current year beginning balances. This option should be used if you have made changes to the prior year's General Ledger files after this year's files have already been created.
Beginning balances will be copied from 2006 to 2007.
Start
Cancel

To begin the process, <click> on the **"Start"** button. When the update has been completed successfully, <click> on the **"Cancel"** button to return to the Menu Bar.

Results:

coGL1dy.dbf - General Ledger Account File
(current year)
- Beginning year balances are updated from prior year

MAINTAIN GENERAL LEDGER FILES (GL0417)

This option includes both **"Pack"** and **"Re-Index"** utilities to manage your General Ledger files after a hardware or media failure or to remove any items marked for deletion from your data files. You should **NOT** rely on the **"Pack"** option to replace backups. Your backup procedures should include daily backups and weekly off-site backups.

There are several situations in which the Pack option need be accessed.

- **Power *(hardware)* failure.**
- **Media Error *(bad disk)***
- **Remove records marked for deletion**

You are then given the options to **"Pack"** or **"Re-Index"** that data file. **Pack** is a utility that physically removes any deleted records from that data file. These procedures display a **"Percentage of Completion"** graph on the screen while the files are being processed. **Re-Index** is a utility to rebuild the index file. It is also run automatically at the end of a Pack procedure.

Before you execute the Pack option, check the file size of your General Ledger files at the operating system level. The system will sort the current **"out of index"** file into a new **"indexed"** file before deleting the old file.

If you do not have enough disk space available to perform this function, an error will be generated at the time the system runs out of disk space. This, however, could be some time later, depending on the size of your data files.

If your data files are **2MB** in combined size, you will need at least **2.2MB** in additional free space before proceeding with this option.

NOTE

This option will only re-organize undamaged data within your files. Therefore, you should carefully audit all information after executing this option and make any necessary adjustments to your data.

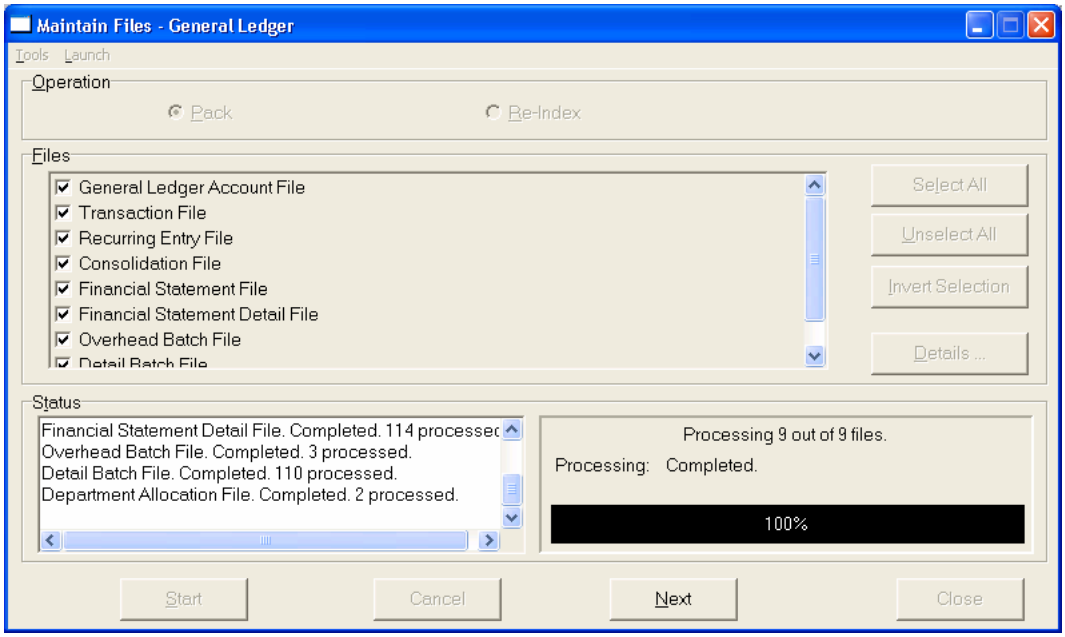
The following files are available for maintenance:

- **General Ledger Account File**
- **Transaction File**
- **Recurring Entry File**
- **Consolidation File**
- **Financial Statement File**
- **Financial Statement Detail File**
- **Overhead Batch File**
- **Detail Batch File**

You may select individual files or all files for either of these procedures. There are buttons on the right hand side of the screen that allow you to **"Select All"** files, **"Unselect All"** files, and **"Invert Selection,"** which selects those files that were not selected in a previous pack or re-index condition.

There is also a button, **"Details,"** that provides pertinent information about that particular data file. This information includes the directory path and file name, the type of file, the pattern of the filename structure and the total records including those records marked for deletion in that data file.

To begin the procedure of a pack or re-index, simply <click> on the **"Start"** button, after selecting the files you wish to manage. <Click> on **"Next"** to refresh the screen and make another choice.



Results:

All records in all or specified General Ledger files will be packed or re-indexed.

MAKE COMPLETE DATA BACKUPS

Make sure that as you are adding more and more information to your system that you are making complete data backups as you go. The file naming structure is designed to allow you to copy data files only, very quickly and easily. We strongly recommend that the following backup procedures be followed to adequately protect your data files against any possible problems. Experience has shown that **"careless disregard"** for making adequate backups can literally cost you months of hard work and expense.

Any of the following problems could destroy all or part of your accounting information.

- **Hardware Failure of any kind** ***(such as a hard disk failure)***
- **Power Failure or Fluctuations**
- **Improper Execution of certain operating system commands**

It is recommended that you make a backup of your data files on a daily basis. This does not mean for you to continue copying over the same backup that you may have made the previous day. Instead you should consider the following structure.

Create five to seven daily backup sets of disks or tape cartridges, depending on your system. The number will vary based on the number of days you **"normally"** work on your files. Mark each set with the name of the day of the week that it is to be used for backup purposes. For instance, disk set #1 may read Monday, disk set #2 may read Tuesday, etc. Only use these specific sets of disks or tapes on the days that are designated. This would mean that they would not be used more than once a week.

Therefore, if a problem were to occur and you did not realize it immediately, you could at least go back as far as a week to find your last set of valid data files. Of course the entries made during the last week may be lost, but that is better than many months or years worth of input. To go a step further, we recommend that you next make four additional sets of disks or tapes. These would be your weekly master backups. Mark them accordingly with the week number **(Week #1)** and at the end of every week, make a full backup of your data files.

Though you may have a complete daily backup for each day of the week, sometimes problems are not found within the week's time frame and all of those backups could be invalid. This way, you could go back several weeks at a time to find your last set of valid files.

Next, you will want to go further and create a monthly master set of disks or tapes. You would mark them accordingly with the name of the month of the year. At the end of every month, you would then make a complete backup of your data files again. This allows you to then go back several months at a time, if necessary, to review information or to print historically dated information.

Of course, the last set of files created should be the yearly set of files done at the end of each fiscal year for archiving purposes. It is also highly recommended that all key master file reports, journals, agings, etc. be run at this time for hard copy backup.

As an additional protection for those users with tape backup systems, it is still highly recommended that floppy disk backups be made occasionally *(at least monthly)* in case a problem were to develop on the tape drive that you are using. Normally, you would not find out there is a problem until you needed to restore information, and that may be too late.

This all may sound like a considerable amount of work and inconvenience, but consider the investment involved. Depending on your business, you may have anywhere from one to several hundred people working on your accounting processing.

The largest true cost of a hardware failure or loss of information is not the loss of programs, disks, or even computers. The largest cost is that of labor and management's time inputting your accounting information. This can literally represent thousands of man-hours over time. This is a large investment that should be safeguarded at all times.

These programs are designed for creating and generating accounting information. Unfortunately, they have limited ability to protect the information created. That is entirely up to you, the user and manager, to protect your investment.

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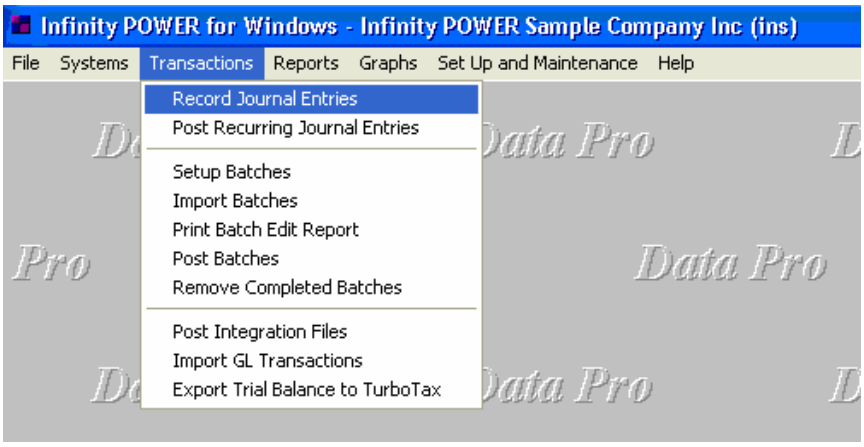
CHAPTER 3 ENTER TRANSACTIONS

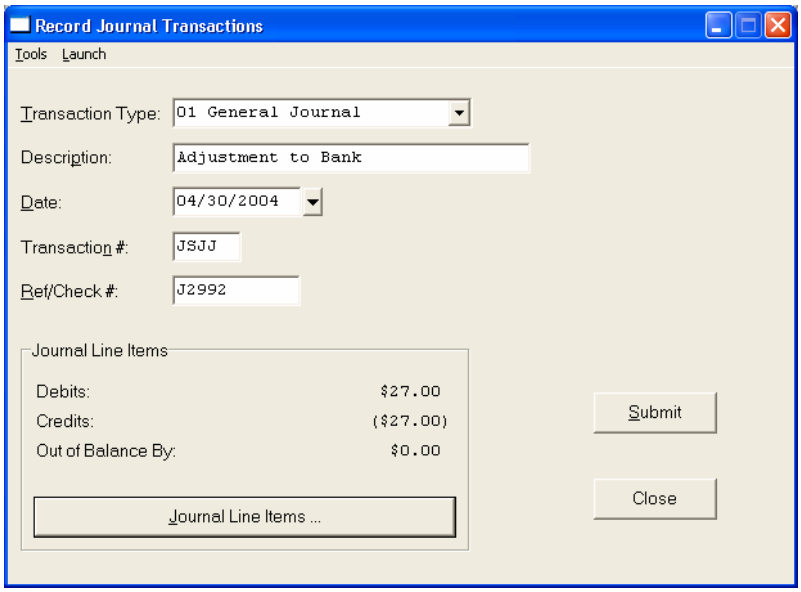
This section discusses the five different ways transactions may be entered into the **General Ledger** system. This includes recording journal entries directly into the General Ledger, posting the recurring journal entries, performing batch processing, posting the integration files that have been created from other modules, and file import procedures. These options should not be performed until after the initial set up of your General Ledger has been completed.



RECORD JOURNAL ENTRIES (GL0101)

This option allows you to enter journal entries and other transactions, such as Checks and Deposits, directly into the General Ledger system.

This option allows you to record up to twenty **(20)** different transaction types of journal entries into the General Ledger system. These transaction types *(journals)* are defined in the ***"General Ledger Configuration"*** option. These types may include such things as checks, deposits, sales, adjusting entries, etc. When you select this option, the journal entry input screen will be displayed and you will be prompted to input the following information:



Transaction Type

<Click> on the arrow, and a list of the twenty **(20)** journals will appear, highlight and <click> on the transaction type, which defines the type of the Journal Entry you are recording. These transaction types are those you have set up in the ***"Change Master Configuration"*** option. The default journal type will be General Journal.

Description	This is the thirty **(30)** character description of the transaction. This may be a simple description of the entry, the **"pay to"** on a check, or whatever you would like to see on your journal reports and audit trails for auditing purposes.
Date	This is the posting date of the transaction being entered. This date may be any date in the current accounting year. The date will automatically default to the system date unless you enter a date in this field. The program will automatically update the correct period balances and Year-to-Date amounts.
Transaction Number	This is the five **(5)** character *(alpha/numeric)* transaction number to be included in the transaction. It could be an internal control number such as a batch number or the data operator's initials. This is provided to allow companies that have a unique transaction posting number to include that number with each transaction.
Reference/Check #	This is the ten **(10)** character *(alpha/numeric)* reference number to be included in the transaction. This reference number is the primary document number for items such as check number, invoice number, or any other type of internal control number, such as Journal Entry numbers. <Click> on the **"Journal Line Items"** button to continue to the detail portion of the journal entry.

Journal Line Items

The **Journal Line Items** screen allows fifty **(50)** lines of data containing each company, account number, amount, and description. If the Intercompany feature is turned **"off,"** the program will skip over the company question. Also, if the option to ***"Allow Descriptions on Each Journal Entry Leg?"*** is turned **"off,"** the program will skip over the description question.

Please note that if you need to post transactions that require more than **50** legs of a journal entry, you should use the option ***"Set Up Batches"*** which allows you to input up to **500** lines in each batch.

The following describes each of the data fields on the scrolling input screen:

Company (If Intercompany Processing is turned on)	This is the company number of the company to debit or credit. You may change the company by <clicking> on the arrow and the available choices will appear. The company number entered must exist on the current data drive.
Account Number	This is the account number that will be either debited or credited. Pressing the ***Down Arrow (by default F2)*** to gain access to the account listing. You may choose to search for accounts by account number or description. Once the account number is chosen, the account description will be displayed. You may also attach a **"Description Only"** field to this journal entry. Enter a **"."** to designate that this is a description only transaction line. Enter your description in the next field.
Transaction Line Description (If turned on)	This is a description, which will be assigned to this leg of the journal entry. By default it automatically stores the main description entered from the initial screen. You may choose to overwrite each description on each transaction leg.

Debit Amount/Credit Amount	Based on the account type or contra, the system will position your cursor at either the Debit or Credit position. Enter the appropriate dollar amount and press **TAB** to go to the next line of detail.
Inc./Dec.	To the right of the amount columns you will see either **"(Inc)"** or **"(Dec)."** This is a helpful message to indicate whether you are increasing or decreasing the account ***(based on the account type, contra balance and amounts)***.
Reverse Button	To the right of the **Inc./Dec.** column, there is a button with the **+/-** symbols on it. This button will reverse the debit and credit entries of the journal entry. If you click on the button, you will notice that the amount entered will reverse and the Debits, Credits and Out of Balance information above will change to reflect the change.

Notice that on the bottom left side of the screen, there is a button that allows you to **"Auto Balance."** If there is a default account set up for the transaction type you are using, the program will use this account for the necessary debit or credit to balance the journal entry. In this case, <click> on the **"Auto Balance"** button at the account number field.

If there is no default account set up for this transaction type, you must enter the balancing account number. Then, at the amount filed, you may <click> on the **"Auto Balance"** button to balance the journal entry. When you have finished your journal entry, and you are in balance, <click> on the **"Save"** button to save your journal entry. Then <click> on **"Submit"** to add this record to the data file.

NOTE

You ***cannot*** save a journal entry that is out of balance unless you have set the option ***"Allow Out Of Balance Journal Entries"*** in the ***"General Ledger Configuration"*** turned **"on."**

This is what we will call the **"On Line"** method of posting to the General Ledger. Each time you submit a transaction, all General Ledger accounts are immediately updated, all journals are updated, and an audit trail is printed. If you want the ability to reprint all of your entries and make edits before the General Ledger is actually updated, you need to leave this option and instead choose the ***"Set Up Batches"*** option.

When you validate a journal entry, each account specified in the entry will be updated by its respective debit or credit amount within the proper fiscal period based on the **Transaction Date**. The Year-to-Date figures will be automatically updated; and the transaction will be saved into the transaction file.

If the journal entry is posting to accounts in different companies, the balancing amount for each company will be posted to the **"Intercompany"** account specified for each company in the ***"General Ledger Configuration"*** menu option.

NOTE

If you are using the Intercompany journal entry feature, the system expects the chart of accounts to be consistent between companies **(at least for the accounts within a single journal entry)**. If you accidentally post a journal entry to an account that is non-existent, the system will post the transaction to the suspense account that you specify in the **"General Ledger Configuration"** menu option.

The system will print an audit trail of the information you have just entered and will continue to print until you exit this option and begin another option or exit the system entirely.

Results:

coGL1dy.dbf - General Ledger Account File
- Period actual updated
- YTD actual updated

coGL2dy.dbf - Journal Entry File
- Transaction Records added

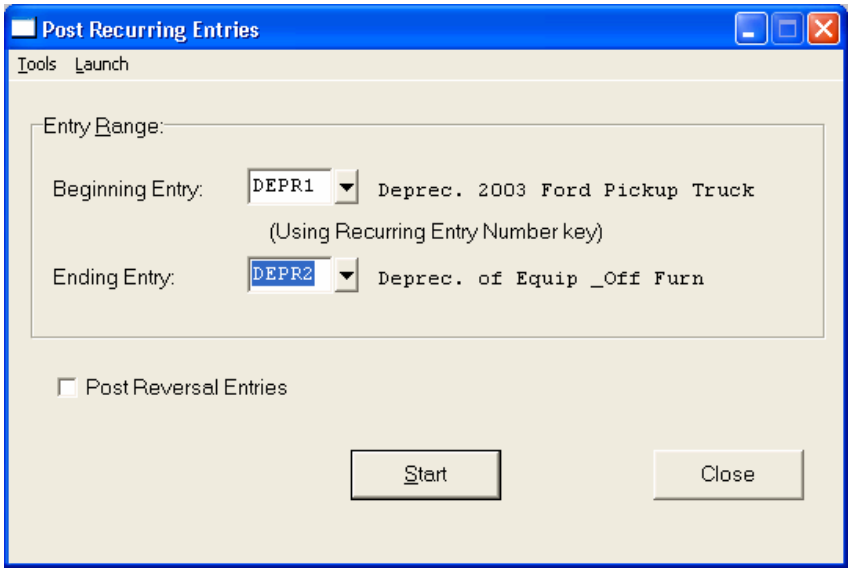
POST RECURRING JOURNAL ENTRIES (GL0102)

This option allows you to post your recurring journal entries into your General Ledger. You may specify which entries to post.

NOTE

All transactions will be posted with the transaction date equal to the current system date.

This option posts the Recurring Entries that you select into the General Ledger, updates all the files and prints an audit trail ***(transaction register)***. You will be asked for a beginning and ending range of Recurring Entry numbers to post. <Click> on the Beginning Entry field and press the **Down Arrow** ***(F2 by default)*** to gain access to the recurring entry listing. You may choose to search for entries by number or description. Then, <click> on the Ending Entry field and choose your ending entry in the same manner. You may also choose to post the reversals of a recurring journal entry. If so, <click> **"on"** the ***"Post Reversal Entries"*** box.



<Click> on the **"Start"** button to start the posting process.

Select your output device and if you choose the printer, please make sure your printer is on and ready for the Transaction Register to print. Each entry will be posted to the General Ledger system with the audit trail printed; the same as if you had entered each one manually.

Results:

coGL1dy.dbf - General Ledger Account File
- Period actual updated
- YTD actual updated

coGL2dy.dbf - Journal Entry File
- Transaction Records added

SET UP BATCHES

This section covers the ***"Set Up Batches"*** menu option. These options allow you to add ***(create)***, change, delete, or copy batches to be used for updating the General Ledger module. This option allows you to make or change entries that can be printed out, later changed or edited, and then finally posted to the General Ledger.

If you would prefer, the system also provides an **"On Line"** posting method that allows you to make each journal entry one at a time and immediately update the General Ledger and all other appropriate files. If this is your preference, please go to the menu option ***"Record Journal Entries"*** from the ***"Transactions"*** option on the Menu Bar.

For CPA, Accounting and Bookkeeping firms looking to perform **Client Write-Up**, this is the primary method of data entry. This set of options allows a single point of data entry for General Ledger batches for GL journal entries and Accounts Payable transactions which can then ultimately generate 1099s at the end of the year it can also post Payroll transactions which may have already been manually calculated and need to be tracked to generate 941 reports and print W-2s at the end of the year. This option is capable of all of these features and designed specifically for these functions.

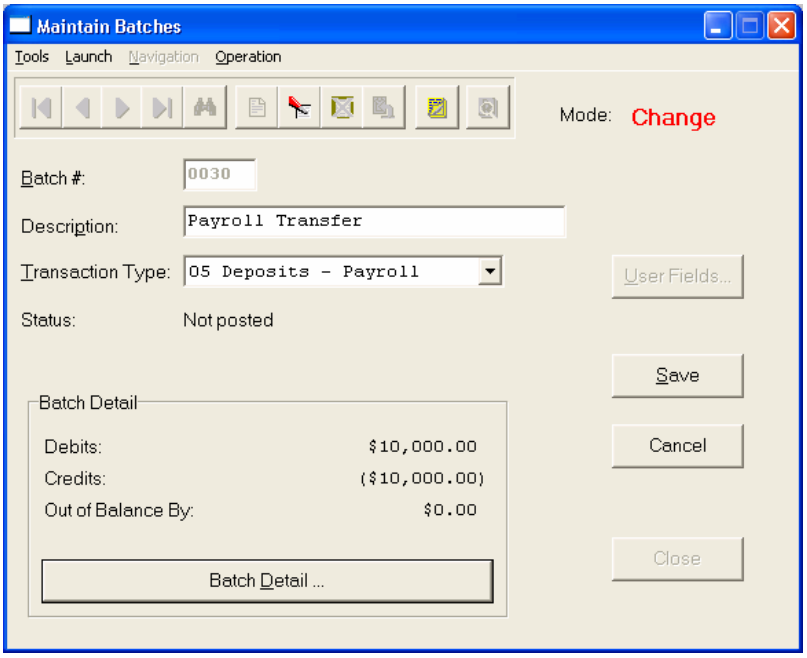
For general users who desire the ability to setup batches so that entries may be entered and reviewed before posting, this option is ideal. Up to **1000 Batches** with **500 lines** each may be maintained at one time.

Add Mode (GL0104)

This mode allows you to add new Journal Entry batches, which may be posted after your review. These Journal Entry batches can be coded through a naming convention to specifically allow special features of ***"recurring/reversing"*** batches.

This option allows you to add new batches to your General Ledger system. Each batch must be assigned a unique five **(5)** character *(alpha/numeric)* number. This number will be used to sort and retrieve the batches. If you start a batch number with **"RE,"** this will allow you to consider the entries keyed into this batch as ***"recurring/reversing"*** type entries. The system will only allow reversing entries on batches that strictly contain journal entries.

If you are adding a new batch, navigation is not required. <Click> on the ***"Create a New Record"*** button or choose the ***"Operation"*** option from the Menu Bar and then ***"Add."*** The first screen will be used to define the new batch number, batch description and the transaction type. It also displays the total debits and credits and any out of balance amount. Enter the new Batch Number for this batch.



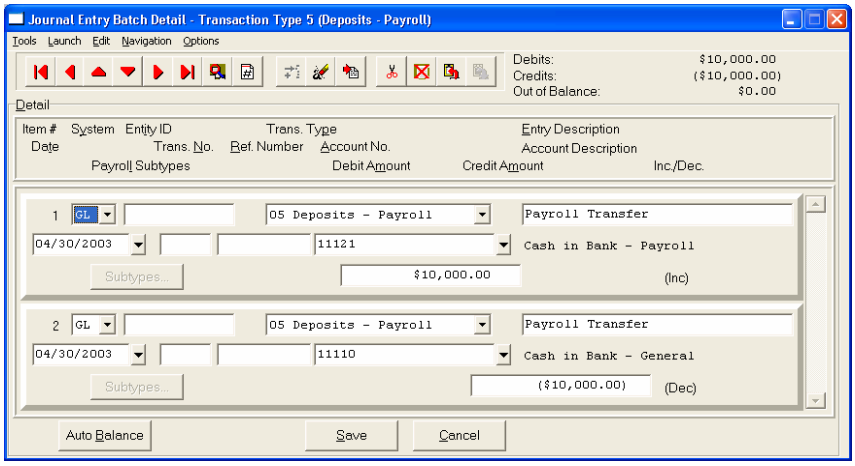
The following is an explanation of the other two data items:

Description	This is a thirty **(30)** character *(alpha/numeric)* field for the description of the batch entry. This will also be the description of the transactions posted if you have turned **"off"** the option ***"Allow Description"*** in the ***"General Ledger Configuration"*** option under ***"Batch Entry."***
Transaction Type	This is the default transaction type *(journal)* for this batch. All transaction entries in this batch will be posted to this journal if you have turned **"off"** the option ***"Allow Transaction Type"*** in the ***"General Ledger Configuration"*** option ***"Batch Entry."*** Otherwise, this will only be the default transaction type for the first transaction line entry.

After entering the above data items, <click> on the **"Batch Detail"** button to go to the detail entry screen. This screen allows the entry of up to **500** lines of transaction detail. Each of the data fields on this screen may be turned off in the ***"General Ledger Configuration"*** option ***"Batch Entry,"*** except for the Account Number and Amount. This allows you to simplify your input screen to meet your specific needs.

NOTE

After entering the Batch Detail data, if you <click> the **Esc** key or <click> the **Cancel** button, a warning displays allowing the user to confirm they wish to cancel the transaction detail edits.


Journal Entry Batch Detail - Transaction Type 5 (Deposits - Payroll)
Tools Launch Edit Navigation Options
Debits: $10,000.00
Credits: ($10,000.00)
Out of Balance: $0.00
Detail
Item # System Entity ID Trans. Type Entry Description
Date Trans. No. Ref. Number Account No. Account Description
Payroll Subtypes Debit Amount Credit Amount Inc./Dec.
1 GL 05 Deposits - Payroll Payroll Transfer
04/30/2003 11121 Cash in Bank - Payroll
Subtypes... $10,000.00 (Inc)
2 GL 05 Deposits - Payroll Payroll Transfer
04/30/2003 11110 Cash in Bank - General
Subtypes... ($10,000.00) (Dec)
Auto Balance Save Cancel

The following is an explanation of each of these data fields:

System	This indicates to the system which module will be updated by this transaction line. The default value indicates that only General Ledger will be updated. You may <click> on the pull down box to choose which system you wish to post to. The valid choices are: **GL (General Ledger)** **AP (Account Payable)** **PR (Payroll)**

GENERAL LEDGER SYSTEM:

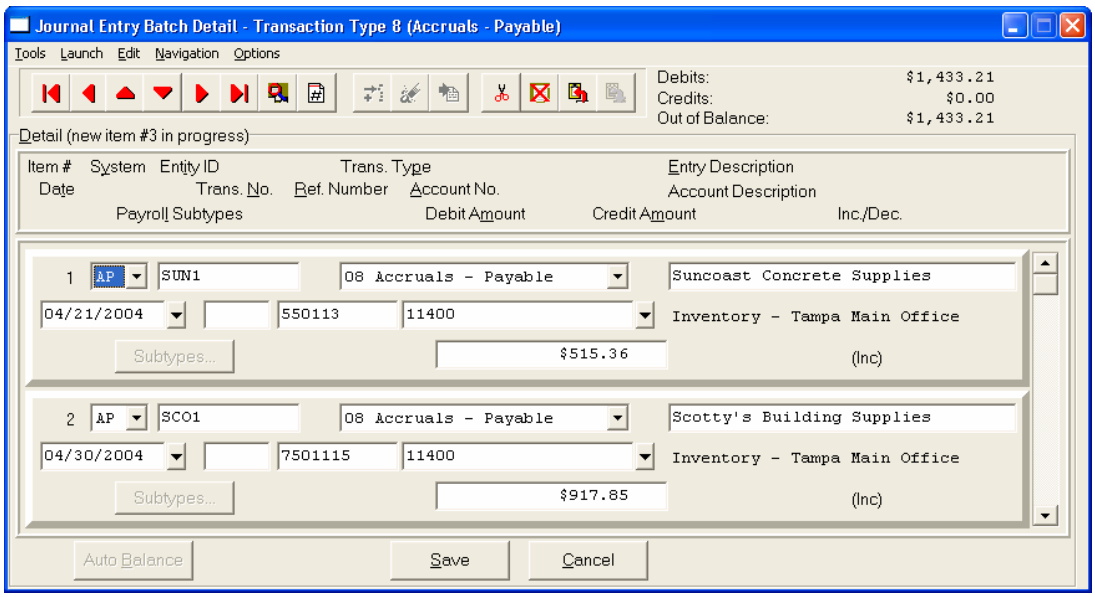
Type	This data field is the transaction type (journal) for this transaction line. The default value will be the overhead transaction type if you are on the first line, or the previous transaction type if you are on any other line. You may <click> on the pull down box choose the appropriate Transaction Type.
Transaction Description	This data field is a thirty **(30)** character (alpha/numeric) description for this transaction line. The default description will be the overhead description, if you are on the first line, or the previous description if you are on any other line. You may also attach a **"Description Only"** field to this journal entry. Enter your description in this field and then on the "Account" field enter a "." to designate that this is a description only transaction line.
Date	This data field is the transaction date that will be used to post this transaction line to all journals. The default date will be the system date, if you are on the first line or the previous date if you are on any other line. Keep in mind that this option allows each line to have its own unique posting date. You must, however, make sure that each period's (or month's) transactions are in balance. For example, there are three months worth of checks to be posted into this batch. During the first month there are five **(5)** checks totaling $850, six **(6)** checks for $300 during the second month, and four **(4)** checks for $180 during the third month. Each of these checks is to reflect the day of the month in which they were written (August 5th, 12th, 17th, etc.).

	All fifteen checks may be entered into one batch. However, the balancing entry to cash must be made through three separate line item entries, one for each month. This will ensure that each period (or month) is in balance. Do not be misled by the fact that the system will now allow you to validate a batch even though each fiscal period (or month), or total batch may not be in balance. The system will print a warning message on the Batch Edit Report which will inform you that the batch is out of balance, and indicate which fiscal periods are involved. If these conditions exist, you will not be allowed to post this batch to the General Ledger system, unless you have specified that you will "Allow Out of Balance Journal Entries" in the Master Configuration. Keep in mind that you are not allowed to cross fiscal years with this option. Whether you are using the normal calendar (months) method or 13 period processing method, you must stay within the same fiscal year.
Transaction Number	This is the five **(5)** character (alpha/numeric) transaction number to be included in the transaction. It could be an internal control number such as a batch number or the data operator's initials. This is provided to allow companies that have a unique transaction posting number to include that number with each transaction. The default transaction number will be the transaction number of the previous line.
Reference/Check #	This is the ten **(10)** character (alpha/numeric) reference number to be included in the transaction. This reference number is the primary document number for items such as check number, invoice number, or any other type of internal control number, such as Journal Entry numbers. The default reference number will be the reference number of the previous line.
Account	This is the account number that will be debited or credited. You may enter the account number of your choice or <click> on the Down Arrow to "Pop Up" a window from which you may scroll through the account file to choose the account needed. If you are entering a "Description Only" transaction line, enter a "." for the account number. Description Only lines are attached to the journal entry. They can be seen when printing the Batch Edit Reports and Transaction Journals. The system will prompt you whether to include transaction description lines on the General Ledger Report. Once the account number is chosen, the account description will automatically be displayed in the "Description" field immediately to the right of the account. You may also <click> on the **"Auto Balance"** button to let the system choose the "balancing" account for you. This will be based on the account number set up for the transaction type of this line.
Amount	This data field is the dollar amount that will be posted to the General Ledger account on this transaction line. You must enter debit amounts as positive numbers and credit amounts as negative numbers. You may also <click> on the "Auto Balance" button to let the system calculate the "balancing" amount for you based on the outstanding debit or credit balance in this batch entry. The system will display either **(Inc)** or **(Dec)** immediately to the right of the amount entered to indicate whether you are increasing or decreasing the account's balance.

ACCOUNTS PAYABLE SYSTEM:

This option should only be selected if you are interested in keeping track of the historical vendor information. This would include tracking total purchases by vendor, check registers, printing of 1099s, etc. The use of General Ledger System, **"GL"** will post directly through the General Ledger input, without retaining any history in the Accounts Payable Vendor files. This will allow you to utilize one of the transaction registers in General Ledger to keep track of your Accounts Payable audit trail. If the integration to the Accounts Payable and Payroll system is turned off in the Master Configuration, the **"System"** dropdown selection is disabled and the default system is set to **"GL."**

The following screen illustrates how a screen would be completed with vendor transaction information.

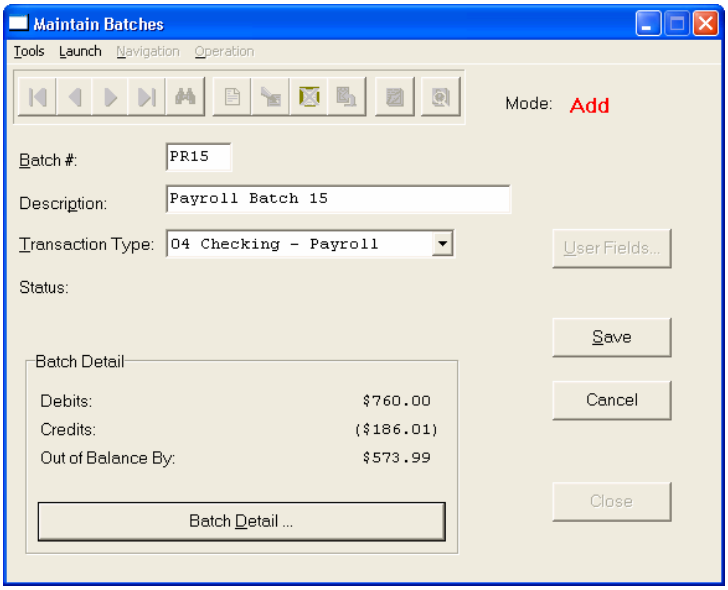

Journal Entry Batch Detail - Transaction Type 8 (Accruals - Payable)
Tools Launch Edit Navigation Options
Debits: $1,433.21
Credits: $0.00
Out of Balance: $1,433.21
Detail (new item #3 in progress)
Item # System Entity ID Trans. Type Entry Description
Date Trans. No. Ref. Number Account No. Account Description
Payroll Subtypes Debit Amount Credit Amount Inc./Dec.
1 AP SUN1 08 Accruals - Payable Suncoast Concrete Supplies
04/21/2004 550113 11400 Inventory - Tampa Main Office
Subtypes... $515.36 (Inc)
2 AP SCO1 08 Accruals - Payable Scotty's Building Supplies
04/30/2004 7501115 11400 Inventory - Tampa Main Office
Subtypes... $917.85 (Inc)
Auto Balance
Save
Cancel

System	If you select **"AP"** ***(Accounts Payable)***, the **"Entity ID"** field will allow you to enter the vendor number for this transaction line or you may press the **F2** key to get a scrolling list of vendors. If the previous transaction line is also an Accounts Payable transaction, the vendor number will default to the previous vendor number selected. After you have selected the vendor, you will be returned to the original screen and continue to enter the transaction detail.
Type	This data field is the transaction type ***(journal)*** for this transaction line. The default value will be the overhead transaction type if you are on the first line or the previous transaction type if you are on any other line. You may <click> on the pull down box to choose the appropriate Transaction Type.
Transaction Description	This data field is a thirty **(30)** character *(alpha/numeric)* description for this transaction line. The default description will be the Vendor Name for the vendor number that has been chosen.
Date	This data field is the transaction date that will be used to post this transaction line to all journals. The default date will be the system date, if you are on the first line or the previous date if you are on any other line. Keep in mind that this option allows each line to have its own unique posting date. You must, however, make sure that each period's ***(or month's)*** transactions are in balance. For example, there are three months worth of checks to be posted into this batch. During the first month there are five **(5)** checks totaling $850, six **(6)** checks for $300 during the second month, and four **(4)** checks for $180 during the third month. Each of these checks is to reflect the day of the month in which they were written ***(August 5th,***

	12th, 17th, etc.). All fifteen checks may be entered into one batch. However, the balancing entry to cash must be made through three separate line item entries, one for each month. This will ensure that each period ***(or month)*** is in balance. Do not be misled by the fact that the system will now allow you to validate a batch even though each fiscal period ***(or month),*** or total batch may not be in balance. The system will print a warning message on the Batch Edit Report that will inform you that the batch is out of balance, and indicate which fiscal periods are involved. If these conditions exist, you will not be allowed to post this batch to the General Ledger system, unless you have specified that you will *"Allow Out of Balance Journal Entries"* in the Master Configuration. Keep in mind that you are not allowed to cross fiscal years with this option. Whether you are using the normal calendar ***(months)*** method or 13 period processing method, you must stay within the same fiscal year.
Transaction Number	This is the five **(5)** character *(alpha/numeric)* transaction number to be included in the transaction. It could be an internal control number such as a batch number or the data operator's initials. This is provided to allow companies that have a unique transaction posting number to include that number with each transaction. The default transaction number will be the transaction number of the previous line.
Reference/Check #	This is the ten **(10)** character *(alpha/numeric)* reference number to be included in the transaction. This reference number is the primary document number for items such as check number, invoice number, or any other type of internal control number, such as Journal Entry numbers. The default reference number will be the reference number of the previous line.
Account	This is the account number that will be debited or credited. You may enter the account number of your choice or <click> on the **Down Arrow** to *"Pop Up"* a window from which you may scroll through the account file to choose the account needed. If you are entering a **"Description Only"** transaction line, enter a **"."** for the account number. **Description Only** lines are attached to the journal entry. They can be seen when printing the **Batch Edit Reports** and **Transaction Journals**. The system will prompt you whether to include them on the **General Ledger Report**. Once the account number is chosen, the account description will automatically be displayed in the **"Description"** field immediately to the right of the account. You may also <click> on the **"Auto Balance"** button to let the system choose the **"balancing"** account for you. This will be based on the account number set up for the transaction type of this line.
Amount	This data field is the dollar amount that will be posted to the General Ledger account on this transaction line. You must enter debit amounts as positive numbers and credit amounts as negative numbers. You may also <click> on the **"Auto Balance"** button to let the system calculate the **"balancing"** amount for you based on the outstanding debit or credit balance in this batch entry. The system will display either **(Inc)** or **(Dec)** immediately to the right of the amount entered to indicate whether you are increasing or decreasing the account's balance. It is possible that one check may need to be distributed to several account numbers. If this is the case, each account number is distributed to as a separate batch entry line with the same Vendor, Date and Check number. Please note that this is true for all transactions, regardless of the system that you are posting to. For every item that utilizes a separate General Ledger account number, there should be a separate line in the batch. It is very important, however, that the credit entry to cash be entered using **"GL"** for the data item **SYSTEM**. Cash is always the offset to the General Ledger type entries. The net amount of the check that will be posted to the vendor's historical information and the Accounts Payable check register is the sum of all batch entries to the same vendor, with the same check number and date, **in sequence**.

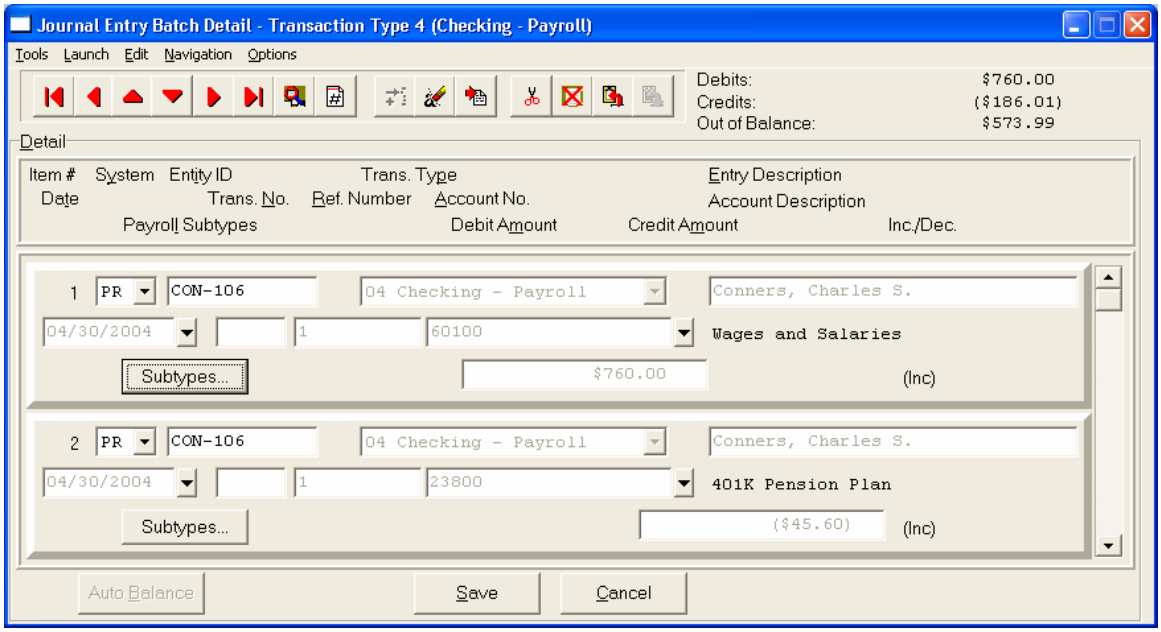
PAYROLL SYSTEM:

If you select **"PR"** *(Payroll)*, the system will provide you with the data items that are needed to enter the payroll transaction information. All information entered will be placed in the data items on the main batch entry screen for this transaction line.



You will not be allowed to post the previous screen until all items completely balance, unless the Master Configuration option ***"Allow out of Balance Journal Entries"*** is <clicked> "on". Obviously, that is not highly recommended. But, the key to batch processing is that you may return to this batch and continue to make adjustments until the transaction is satisfactory and ready for posting.

The following screen illustrates the detail lines shown when a Payroll System item is used.


Journal Entry Batch Detail - Transaction Type 4 (Checking - Payroll)
Tools Launch Edit Navigation Options
Debits: $760.00
Credits: ($186.01)
Out of Balance: $573.99
Detail
Item # System Entity ID Trans. Type Entry Description
Date Trans. No. Ref. Number Account No. Account Description
Payroll Subtypes Debit Amount Credit Amount Inc./Dec.
1 PR CON-106 04 Checking - Payroll Conners, Charles S.
04/30/2004 1 60100 Wages and Salaries
Subtypes... $760.00 (Inc)
2 PR CON-106 04 Checking - Payroll Conners, Charles S.
04/30/2004 1 23800 401K Pension Plan
Subtypes... ($45.60) (Inc)
Auto Balance Save Cancel

Entity ID	This data item contains the employee number for the payroll check that is being entered. You may enter the employee's number or press the **F2** key to scroll through the employee file to make your selection. The employee's name will be displayed immediately below this field to verify your selection.
Reference Number	This data item contains the actual check number of the payroll check. If the previous batch entry line is a Payroll transaction for the same employee, this item will default to the previous check number. If this transaction is for the next sequential check number, you may <click> on the **"Set Ref No"** button to have the system automatically increment the next check number into this field for you. This option will allow you to continue to auto-increment the check number regardless of the system you are posting to ***(e.g., AP or PR)***. This is useful for those companies who use the same checking account for both their Accounts Payable and Payroll transactions.
Date	This data item contains the date of the payroll check being entered. If the previous batch entry line is a Payroll transaction for the same employee, this item will default to the previous check date.

Override

This question determines the level of detail and flexibility you want to use with the Payroll module. This question specifies to the system whether or not you wish to assume the default employee pay information set up in each employee's master file. This includes information such as their default hours, pay rate, special pay types, number of weeks worked, etc.

If most of your employees are salaried or do not have changes from pay period to pay period, then, typically, you would <click> off this check box. If you <click> on **Off**, the system will then display their default payroll information in the scrolling screen below. This would also include their default pay calculation in the **"Net Check"** field directly below this question.

Press **TAB** to continue. At this point, the cursor will move directly to the detail lines and allow you to make changes to the dollar amounts for this particular paycheck. A line(s) for hours, any default special pay types, FIT, FICA, and Weeks Worked will be displayed. If no changes are required, or you have made all of your necessary edits, <click> on the **"Save Detail"** button and then **"Save"** to save your changes. The system will automatically insert each line of this Payroll entry as a line item into the current batch.

Again, each leg of the entry that utilizes a separate General Ledger account number will have its own line in the batch. You may then proceed to enter any additional batch information. If you decide to make edits to any line connected to a single Payroll check, the system will automatically return to the *"Pop Up"* screen where the check information was entered.

You may then make any necessary changes as discussed. The system will then insert all lines into the batch when you are completed. This process verifies that you will view all detail lines for a check and that the **"Net Check"** amount matches what you should be posting. If you <clicked> "on" **"Override"** option the system will now allow you to edit the entire pay check information for this employee. You may add additional lines of detail, allocate to different departments ***(if you have this feature turned on)***, charge different Worker's Compensation Classes ***(if turned on)*** or change the net amounts of any line.

Once you have specified **(Y)**es to this question, the cursor will move to the top of the scrolling window below. The following section describes each data item that may be edited for each Payroll check.

Type

This data item contains the type of the payroll entry being made. You may choose from the valid types are:

1) **Hours**
2) **Special Pay**
3) **FIT**

4) **FICA**
5) **State 1**
6) **State 2**
7) **Local 1**
8) **Local 2**
9) **Weeks Worked**

They are described in the following section:

1) Hours	This type indicates that you are entering the actual salary or wages for the employee and the number of hours worked. You will be allowed to allocate to a specific department ***(if departmentalization is turned on)***, enter the Day category and number of hours ***(if hours are turned on)***, specify the worker's compensation class ***(if worker's compensation is turned on)***, and the amount of the salary or wages. Depending on which options are turned on in your configuration, the cursor will move from left to right across the screen, stopping at the next field that is available for editing. The first field for editing is **"Department"** You may enter the department that you wish to allocate time to, if this feature is turned on. Your departments must be configured in the After-The-Fact Payroll module prior to utilizing this option. You may enter the Department Number or press **"F2"** to *"Pop Up"* a scrolling screen to choose departments from. Once you have selected the department, the cursor will move to the **"Pay"** category field. This field allows you to enter the type of pay for this line. This would include the selection of regular time hours verses overtime, vacation, personal, etc. You may enter the Pay category or <click> the down arrow to *"Pop Up"* a scrolling screen to choose pay types from. Once you have selected the pay category, the cursor will move to the **"Hours/Weeks"** field. This field allows you to enter the amount of hours for this line. You can not access this field unless, you have turned on the option ***"Allow Payroll Hours Entry"*** in the Batch Entry Configuration of General Ledger The cursor will then move to the **"WC Code"** field if you have this option turned on. Your Workers' Compensation Classes must be configured in the Payroll module prior to utilizing this option. You may enter the Workers' Compensation Code or press **"F2"**to *"Pop Up"* a scrolling screen to choose a Worker's Compensation Codes from. Once you have chosen the Workers' Compensation Code, the cursor will move to the **"Amount"** field. The system will now have calculated for you the amount that should be in this field. This is based on the number of hours you have entered for this line, the **"Pay Category"** and the Workers' Compensation Code ***(if default rates are set up in this code)***. You have the ability to override this calculated amount and enter the amount you desire. The system is designed to give you the maximum amount of flexibility in your data entry. Press **ENTER** to validate this line and the cursor will move to the next set of lines. Continue, to enter as many lines as necessary of **"Hour"** allocations before proceeding to the next line type. If additional lines are needed, you may press the **insert** key to insert additional new lines to the screen.

2) Special Pay	This type indicates that you are entering special earnings or deductions through the use of the special pay types. The cursor will first move to the **"Code"** field where you may enter the Special Pay type that you want to include. Make your entry or press **F2** to *"Pop Up"* a scrolling screen to choose from the available Special Pay Types that you have set up in the Payroll module. These Special Pay types must be set up prior to utilizing this feature. Once you have chosen the special pay type, the cursor will move to the **"Amount"** field. Enter the amount that you want to include for this Special Pay type. Remember, this could be a code such as an Earnings ***(Bonus)*** or Deduction code ***(Insurance)***. Depending on whether it is an addition to the Employee's pay or a deduction, enter the number in the amount field with the appropriate sign. This would mean that you need to first enter the **"-"** sign before the number if it is to be deducted from the Employee's pay. Press **ENTER** to validate this line and the cursor will move to the next set of lines. Continue first, to enter as many lines as necessary of **"Special Type"** lines before proceeding to the next line type. If additional lines are needed, you may press the **insert** key to insert additional new lines to the screen.
3) FIT	This type indicates that you are entering the Federal Income Taxes that were withheld on the paycheck. The system will use the default FIT Tax Table that has been set up in the Employee's master file. After-the-Fact Payroll does not do any calculations of taxes. It is accounting for the tax amounts manually calculated in the actual processing of the check. Enter this amount and the cursor will move to the next line type. ***(FICA)***
4) S.S. (Social Security)	This type indicates that you are entering the amount of Social Security that was withheld on the paycheck. After-the-Fact Payroll does not do any calculations of Social Security. It is accounting for the tax amounts manually calculated in the actual processing of the check. Enter this amount and the cursor will move to the next line type.
5) Medi.(care)	This type indicates that you are entering the amount of Medicare that was withheld on the paycheck. After-the-Fact Payroll does not do any calculations of Medicare. It is accounting for the tax amounts manually calculated in the actual processing of the check. Enter this amount and the cursor will move to the next line type.
6) State 1	This type indicates that you are entering the first level of State Income Taxes that were withheld on the paycheck. The system will use the default SIT #1 Tax Table that has been set up in the Employee's master file. After-the-Fact Payroll does not do any calculations of taxes. It is accounting for the tax amounts manually calculated in the actual processing of the check. Enter this amount and the cursor will move to the next line type. If no state taxes are calculated, skip this option.
7) State 2	This type indicates that you are entering the second level of State Income Taxes that were withheld on the paycheck. The system will use the default SIT #2 Tax Table that has been set up in the Employee's master file. After-the-Fact Payroll does not do any calculations of taxes. It is accounting for the tax amounts manually calculated in the actual processing of the check. Enter this amount and the cursor will move to the next line type. If no state taxes are calculated, skip this option.

8) Local 1	This type indicates that you are entering the first level of Local Income Taxes that were withheld on the paycheck. The system will use the default LIT #1 Tax Table that has been set up in the Employee's master file. After-the-Fact Payroll does not do any calculations of taxes. It is accounting for the tax amounts manually calculated in the actual processing of the check. Enter this amount and the cursor will move to the next line type. If no local taxes are calculated, skip this option.
9) Local 2	This type indicates that you are entering the second level of Local Income Taxes that were withheld on the paycheck. The system will use the default LIT #2 Tax Table that has been set up in the Employee's master file. After-the-Fact Payroll does not do any calculations of taxes. It is accounting for the tax amounts manually calculated in the actual processing of the check. Enter this amount and the cursor will move to the next line type. If no state taxes are calculated, skip this option.
10) Weeks Worked	This type allows you to enter the number of weeks worked that this paycheck covers. Since employees may be paid on different pay cycles, the number of weeks worked cannot automatically be assumed. If this type is specified, press **ENTER** and the cursor will move immediately to the field **"Hours/Weeks"** so that you may enter the appropriate amount of weeks worked. This field will allow you to enter partial number of weeks as well as whole numbers. Press **TAB** to validate this line and continue to make any necessary changes to this particular check.

If changes are not required, or you have made all of your necessary edits, <click> on the **"Save Detail"** button and then the "Save" button to save your changes. Once you have <clicked> on **"Save Detail,"** the system will first calculate all pay information entered and automatically insert each line of this Payroll entry as a line item into the current batch.

Again, each leg of the entry that utilizes a separate General Ledger account number will have its own line in the batch.

The last line item for this pay check will reference Wages and Salaries for zero **($0.00)** dollars. This line item is important in updating the **Weeks Worked** field in the employee historical information. If this line is deleted from the batch, the **Weeks Worked** field will not be updated when the batch is posted.

The system will display either **(Inc)** or **(Dec)** immediately to the right of the amount entered to indicate whether you are increasing or decreasing the account's balance. To go to the next detail line, press the **"TAB"** key. When you have finished your batch entry, <click> on the **"Save"** button to save your journal entry. This will return you to the first screen. <Click> on the **"Save"** button to save your record. To exit this option, <click> on the **"Close"** button.

NOTE

After entering the Batch Detail data, if you <click> the **Esc** key or <click> the **Cancel** button, a warning displays allowing the user to confirm they wish to cancel the transaction detail edits.

Results:

coGLA.dbf - Overhead Batch File
- Batch Entry added

coGLB.dbf - Detail Batch File
- Batch Detail Records added

Change Mode (GL0105)

This mode allows you to change existing Journal Entry batches. If you have made any mistakes during the entry of a batch, or wish to add new transaction lines to an existing batch, you may choose this option.

First, you must navigate to the batch you wish to change. You may find a batch using the navigation tool bar or <click> on the **"Navigation"** option on the Menu Bar and then the appropriate navigation option. If you are changing a batch, <click> on the ***"Modify the Current Record"*** button or choose the ***"Operation"*** option from the Menu Bar and then ***"Change."*** Make the changes required and <click> on the **"Save"** button to save your changes or <click> on the **"Cancel"** button to cancel the changes made.

When the batch has been selected, <click> on the **"Batch Detail"** button to access the detail line items of this batch. Once this screen is displayed, you will have the tool bar navigation options to select the first detail record, select the next record detail, select the previous record detail, page up the detail list, page down the detail list, select the last record in the detail list, select a specific detail record based on text or select a specific detail record based on a line number. When you select by either a record based on text or a record based on a line number, enter the appropriate information ***(either text or a line number)*** and <click> on **"OK."**

When you choose to select a specific record in the file, you may search for that record by account number or description. <Click> on the either of the choices and enter the information you want to search on. Once you have found the record you wish to be displayed, you may either double <click> on it or just highlight it and <click> on **"OK."**

Once you have navigated to the correct detail line, you may make the changes necessary. You may use the operation tool bar options to clear data in current field, insert a detail line before the current detail line, delete the current detail line and save for pasting ***(cut)***, delete current detail line and shift all subsequent detail lines up one line, copy a detail line for subsequent pasting, and paste a previously cut detail line.

You may add additional lines by "tabbing" to the next line following the last entry of the batch. Proceed to enter as many additional lines as you desire, up to **500** maximum. When all changes are made, <click> on the **"Save"** button to validate your changes to this screen. You will then be returned to the previous screen. Again, <click> on the **"Save"** button to validate this record.

NOTE

You will not be allowed to change a batch entry that has already been posted.

Results:

coGLA.dbf - Overhead Batch File
- Batch Entry updated

coGLB.dbf - Detail Batch File
- Batch Detail Records updated

Delete Mode (GL0106)

This mode allows you to delete existing Journal Entry batches. It allows you to delete Batch Entries that you may have entered by mistake. First, you must navigate to the record you wish to delete. You may find a record using the navigation tool bar or <click> on the **"Navigation"** option on the Menu Bar and then the appropriate navigation option.

This option allows you to delete accounts that you may have entered by mistake, or you no longer want. <Click> on the ***"Delete the Current Record"*** button or choose the ***"Operation"*** option from the Menu Bar and then ***"Delete."*** This will place you into the **"Delete"** mode, then <click> on **"Save"** to validate your deletion of this record.

Make sure this is what you want to do, because once a batch is deleted, it cannot be retrieved.

This option should **NOT** be used to delete batches that have already been posted. To remove batch entries that have been posted, select the option ***"Remove Completed Batches."***

Results:

coGLA.dbf - Overhead Batch File
- Batch Entry deleted

coGLB.dbf - Detail Batch File
- Batch Detail File deleted

Copy Mode (GL0111)

This option allows you to copy existing Journal Entry batches. First, you must navigate to the record you wish to copy from. You may find a record using the navigation tool bar or <click> on the **"Navigation"** option on the Menu Bar and then the appropriate navigation option. <Click> on the ***"Create a Record Based on the Current Record"*** button or choose the ***"Operation"*** option from the Menu Bar and then ***"Copy."***

You will notice all the information will be copied to a new record. The system will prompt you to enter the batch number for this record. At this point, you may choose to edit any of the information or <click> on the **"Save"** button to validate, which will then add it to the file.

Results:

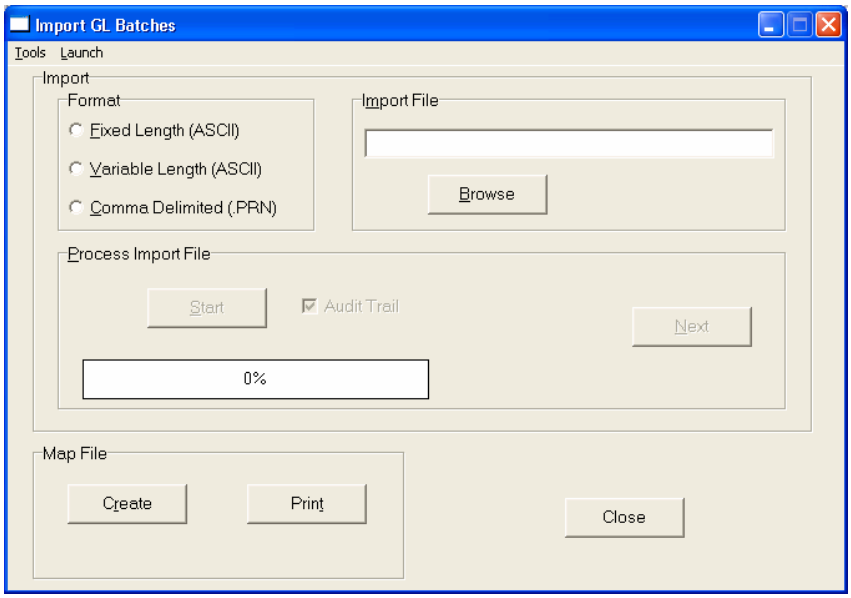
coGLA.dbf - Overhead Batch File
- Batch Entry Added

coGLB.dbf - Detail Batch File
- Batch Detail Entries Added

IMPORT NEW BATCHES (GL0603)

The File Import options allow you to bring information into the appropriate modules from text, or **ASCII** files. Word processors, spreadsheets, databases, or many other types of programs may create these text files. This option is designed to allow you to import GL Batch Transactions directly into the General Ledger module. All journals will be updated as if processed as a normal transaction from within the General Ledger program.

The chart of accounts will be updated as if processed through the normal **"Add"** mode in the "***Set Up Batches"*** menu option from within the General Ledger system. When you select the option to ***"Import Batches"*** from the ***"Set Up and Maintenance"*** section of the Menu Bar, a new screen will appear.



At this point, you may choose to print the standard map file or create a map file on the hard drive to modify. To print the map file, <click> on the **"Print Map"** button. To create a map file in the program directory, <click> on the **"Create Map"** button. This will print out the format in which this option is looking for information to be organized in.

The **Fixed Length ASCII** file logical record length for this transaction import file is **94** bytes.

Description	Type	Position	Length
Cont? (0=NO, 1=YES)	CHAR	1	1
Batch Number	STRING	2	5
Account Number	STRING	7	20
Transaction Date	STRING	27	6
Journal # (1-20)	CHAR	33	2
Description	STRING	35	30
Ref/Check #	STRING	65	10
Transaction Number	STRING	75	5
Amount	DOUBLE	80	15

If it is not in this format, you will encounter errors during the import process or not be allowed to continue at all. The File Import features allow for the importing of **"text"** file information into the **Infinity POWER** programs. This includes the ability to import Master File information, such as Charts of Accounts, Customer Names and Addresses, Employees, Vendors, etc. as well as **"transaction"** information for those master files, such as invoices and credit memos, journal entry updates, etc.

These **"text"** files may be created by a wide range of sources, which may include word processors, spreadsheets, databases, or other types of accounting programs. These sources may also include other computer systems that utilize different operating systems and functions, such as mainframes, minicomputers, or various types of PCs.

This screen has three sections that will prompt you for three **(3)** data items.

1) **Import Format**
2) **Import File Name**
3) **Process Import File**

The **"Import Format"** is prompting you to enter the type of file you will be using during the import process. There are three choices:

1) **Fixed Length (ASCII)**
2) **Variable Length (ASCII)**
3) **Comma Delimited (.PRN)**

These three choices are described in the following section.

Fixed Length ASCII Files

Fixed Length ASCII "text" Files are those files in which each data field starts on a specific number of characters from the start of each record. There should be no separators between data fields and each record should be the exact same length. The program recognizes each record by the number of characters that is expected per record. There is no Carriage Return/Line Feed sequence necessary to separate records.

For example, an Inventory Physical Count import text file *(Part Number and Quantity)* should look like this:

100 A 1111 A1 100.00

100 B 1122 A2 250.00

100 C 2211 A3 75.00

Variable Length ASCII Files

Variable Length ASCII "text" Files are those files in which each data field starts on a specific number of characters from the start of each record and each record is separated by a **Carriage Return/Line Feed** sequence **{CR}{LF}**. There should be no separators between data fields. The program recognizes each record by the Carriage Return/Line Feed sequence, which allows for other data to be in the file.

For example, an Inventory Physical Count import could look like this:

100 B 1122 A2 250.00 {CR}{LF}
100 C 2211 A3 75.00 {CR}{LF}

Comma Delimited *.PRN Files

Comma Delimited *.PRN "text" Files are those files in which text type data fields are enclosed in double quotes **(")**, and all data fields are separated by commas **(,)**. The text files must contain the information for one record on a single line of the file. Each line, or record, must be terminated by a **Carriage Return/Line Feed** sequence **{CR}{LF}**.

For example, an Inventory Physical Count import should look like this:

“100 A 1111 A1”,100.00{CR}{LF}

“100 B 1122 A2”,250.00{CR}{LF}

“100 C 2211 A3”,75.00{CR}{LF}

<Click> on one of the three choices to define the type of file you will be using and you will then be prompted to enter the name of the file to be imported. You may use any name consistent with **Windows** naming structures. You will have the option to browse for your import file, which may be located anywhere on your hard drive or any network you may be attached to.

Next, you will be prompted as to whether the system should print an audit trail first before starting the import process. It is highly recommended that you <click> on this option. It is selected by default. This will allow you to see if there are any discrepancies within your **“import”** file.

The system will first print an audit trail of what will be imported into the **Infinity POWER** accounting module. Upon completion of this report, you will be prompted whether or not to go ahead and process the import of data. If there are any discrepancies that make your import file incompatible, the **Infinity POWER** import options will not allow the information to update the system. This audit trail would then serve to assist you in correcting any problems.

Once you have answered these three questions, <click> on the **“Start”** button to begin the process and the system will begin to either print the audit trail first or go ahead and perform the **“import”** process based upon your answer. If you have chosen to print the audit trail, the system will display the printer option screen for you to choose your method of output.

The screen will then reflect the number of transactions that have been posted to the system as it goes through the import process. Once it completes the **“import”** process, you may <click> on the **“Next”** button. Otherwise, <click> on the **“Close”** button to return you to the Menu Bar.

File Import Modules Overview

Because the concept of transferring information from one system or program to another via **“text”** interface files is more technical than the normal operation of most word processors or the **Infinity POWER** modules, this documentation must assume that the reader has some understanding of the terms and concepts explained here.

Otherwise, you may want to work with your reseller or consultant regarding the actual implementation and use of these modules with your **Infinity POWER** programs.

The ability of importing information into the **Infinity POWER** modules provides the user with several benefits.

- They allow the rapid conversion and setup from other computer based accounting systems, without the manual re-keying of information that is normally required.
- They allow the batch entry of transactions processed in other specialized or custom software programs. This may even include updates from **Infinity POWER** modules running at different locations or on different network or UNIX fileservers.
- They allow the update of the accounting system files from remote transaction processing sites.

Please note that the **Infinity POWER** programs do allow for the exportation of all accounting reports to text files. The formats of these standard **Infinity POWER** reports, however, are **not** compatible with the use of any of the **Infinity POWER** File Import options. The order in which information is sent to **“text”** files and their format do not correspond to the formats that the File Import Modules require.

The **Infinity POWER** Report Writer program, however, **does** provide the user with this ability to organize information from the various **Infinity POWER** programs into the formats required by the File Import options.

The text files that contain the information to be imported must be in one of three forms:

1) **Fixed Length ASCII Records**
2) **Variable length ASCII Records**
3) **Comma Delimited Text**

These three types of files are discussed earlier in this section. For all three types of text files, the format of the data must be accurate for the import options to read the correct information. Each field, or data item, must be in the correct order across the line, or record, and in the correct format depending on the type of text file. Each of the import options allow you to print a transaction journal as the import is being performed. This provides an audit trail of the information being updated into your data files. This report will also indicate if the import of a record was not performed due to errors encountered in the importation process.

Some of the import file structures allow you to specify **"action numbers**." These **"action numbers"** tell the system whether you want the information being imported to be added, changed, or deleted. The action numbers are listed below.

1 = Add Record to file
2 = Change record in file
3 = Delete record in file
4 = Add record if it doesn't exist, otherwise change it

Some of the transaction import file structures require a field called **"Cont? (0=NO, 1=YES)**." This field indicates to the import programs whether or not the transaction is continued in the next record. For example, in the Accounts Receivable Transaction import, there may be several lines of detail on an invoice that is being imported. Each line should be placed in a separate record of the text file with a **"1"** for **YES** to indicate that the transaction is continued. The last line should contain a **"0"** for **NO** indicating the end of the transaction.

For each transaction related import, there are certain fields that are required and used by the system to verify the validity of the information being imported. These fields are marked in the field definition section with a asterisk **(*)**.

For each type of import that you wish to perform, the import text file must contain all of the fields specified for that particular import option. **Any** text fields that are blank will **overwrite** existing fields in the data files. Also, numeric fields that are blank will be considered as zero.

To allow the import of only a subset of the import structure, you must have a custom **"MAP"** file created. This will allow you, for example, to only update the retail price in Inventory without affecting, or requiring, any other fields.

You may obtain or create custom import **"MAP"** files one of two ways. You may first press the **F9** key at the point in the program when you have selected the **"import"** option. The result is to produce a **"XXXXXX.map"** file in the program directory. The **"Xs"** in this file name represent the actual name of the **Infinity POWER** option within the program **(e.g., AR0603.MAP)**.

The **"XXXXXX.map"** file is used by the import option to override the default layout of the import transaction file. By using file editing tools such as **EDIT** under DOS, Notepad under Windows or **vi** under UNIX, you may create a customized import record layout. Whenever a **"XXXXXX.map"** file is created, it overrides the default predefined import record layout.

Items can be deleted entirely from the record layout file or moved from one position to another. If a field is not specified in an import file, that field may be deleted from the record layout file.

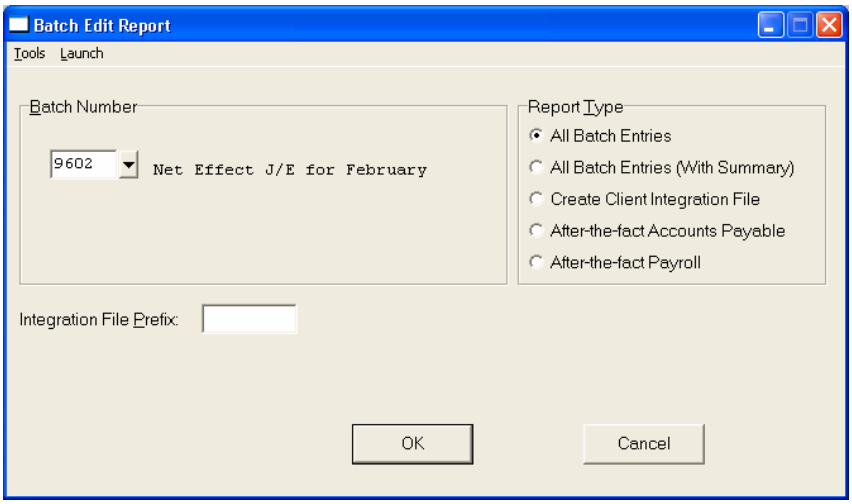
NOTE: "Key Value" fields must be present in the import file and cannot be deleted from the record layout file. **"Key Value"** fields are those fields that are designated with an asterisk **(*)** in the documented import record layouts. You may also have customized **"MAP"** files created for you by calling the Data Pro Support Services group at **727-803-1550**.

PRINT BATCH EDIT REPORT (GL0107)

This option allows you to print an Edit Report of all selected Journal Entry batches. This report should be printed for each batch entry before you select the option ***"Post Batches."*** You will then be able to verify the accuracy of the transactions that will be posted.

This report provides a complete audit trail of what will be posted and flags any entries that have invalid account numbers or are not in the current fiscal year. It also indicates if the batch is out of balance in total or by any fiscal period *(or month)*. When you select this option, the system will ask you to select the batch number to print.

You may enter the batch number or <click> on the **Down Arrow *(F2 by default)*** to gain access to the batch listing.



You may choose to search for batches by batch number or description. Once you have selected the Batch Number, you will need to define the type of report that you want to print. You may select from the following choices:

- **All Batch Entries**
- **All Batch Entries (With Summary)**
- **Create Client Integration File**
- **After-the-fact Accounts Payable**
- **After-the-fact Payroll**

By <clicking> on ***"All Batch Entries," "After-the-fact Accounts Payable"*** and ***"After-the-fact Payroll"*** the system will print a detailed report showing all transaction information for this batch. By <clicking> on ***"All Batch Entries (with Summary),"*** the report includes summary information, an account summary will then print at the end of the report displaying all of the accounts that would be affected, if this batch were to be posted. The ***"Client Integration File"*** option is designed for those firms desiring to make adjusting journal entries for their clients, who are performing their own processing on a daily basis, with an **Infinity POWER** product.

This option allows you to use the ***"Batch Processing"*** option found in the **General Ledger** to create a **"General Ledger Integration File"** that may be provided to clients to post into their existing General Ledger data files. This means that you can create adjustments for the clients General Ledger without them having to stop their normal processing. They can retain their General Ledger data files and wait to receive any necessary adjustments through this option.

This option creates a file that will simply update the client's General Ledger files, not overwrite their data files. When this option is selected, an integration file is automatically created in the format necessary to post directly into the **Infinity POWER** General Ledger option ***"Post Integration Files."*** When selecting ***"Create Client Integration File,"*** you will need to complete the prompt for the **"Integration File Prefix."**

This is the name of the integration file that will be created by this option. If you desire to use the standard file name formatting structure, then enter either **GL** for General Ledger adjustments or the initials of the module's journals in General Ledger that are being affected ***(e.g., AR for Accounts Receivable, AP for Accounts Payable, etc.)***.

Keep in mind that you **will not** be affecting these module's data files, just the General Ledger. These initials will simply reflect the module's normal processing journals that may be used. For instance, if you are making an adjustment for accounts that would normally use the ***"Sales Journal"*** in Accounts Receivable, you may want to use the initials **"AR."** Regardless of what you call this file or initial this file name, the system will automatically use the **Journal Type** designated as part of the journal entry when it is posted to the General Ledger. Therefore, even if you call the file name **AR** and the journal used within this batch is **AP**, the **AP** journal will get posted to accordingly.

You may enter up to five **(5)** characters for the file name of this batch. Any combination is acceptable. However, if you do not use just the initials of one of the standard files names ***(e.g., GL, AP, AR, IM, SO, PO, PR, JC)***, then you must use the, ***"External Programs"*** when selecting the ***"Post Integration Files"*** menu option. Otherwise, the system will not be able to recognize the file name structure if the ***"Standard Accounting Modules"*** option is selected. When this option is selected, based on your file name entry, if the integration file already exists, a new window will appear on the screen prompting you to select from one of three choices:

- **Append to the existing file, or**
- **Overwrite the existing file, or**
- **Cancel the operation.**

Make your selection accordingly. The file that is created by this option will be placed in the **"\power\data\"** or data file directory specified in your Configuration for ***"System Paths."***

Field Names:

- Date - Account
- Transaction Number - Account Description
- Reference / Check Number - Debit
- Transaction Type - Credit
- Transaction Description - Batch Line #
- Company - System
- Totals

Batch Edit Report

Infinity POWER Sample Company, Inc. — Page 1
Batch 45 Edit Report — (4) 04/28/2006
Batch 45

Date / Co.	Trans # / Account	Ref/Ck #	Transaction Type	Debit	Credit	Line #	System
04/11/2006		Trade Show	2 Checking - General				
	American Express						
1) ins	68000		Travel & Entertainment	$7,421.17		1	AP - AMEX
04/11/2006		Staples	2 Checking - General				
	American Express						
1) ins	66000		Supplies - Office	$344.81		2	AP - AMEX
04/17/2006		Amoco	2 Checking - General				
	American Express						
1) ins	61500		Automobile Expense	$143.64		3	AP - AMEX
04/26/2006		AP	2 Checking - General				
	Offset						
1) ins	21200		Accounts Payable		($7,909.62)	4	GL
		* Totals:		$7,909.62	($7,909.62)		
		** Batch Total:		- 0 -			

* Number of records printed: 4

Infinity POWER Sample Company, Inc. — Page 1
Batch 45 Edit Report — (4) 04/28/2006
Account Summary

Account #	Description	Debit	Credit
21200	Accounts Payable		($7,909.62)
61500	Automobile Expense	$143.64	
66000	Supplies - Office	$344.81	
68000	Travel & Entertainment	$7,421.17	
	* Total Debits :	$7,909.62	
	* Total Credits:		($7,909.62)

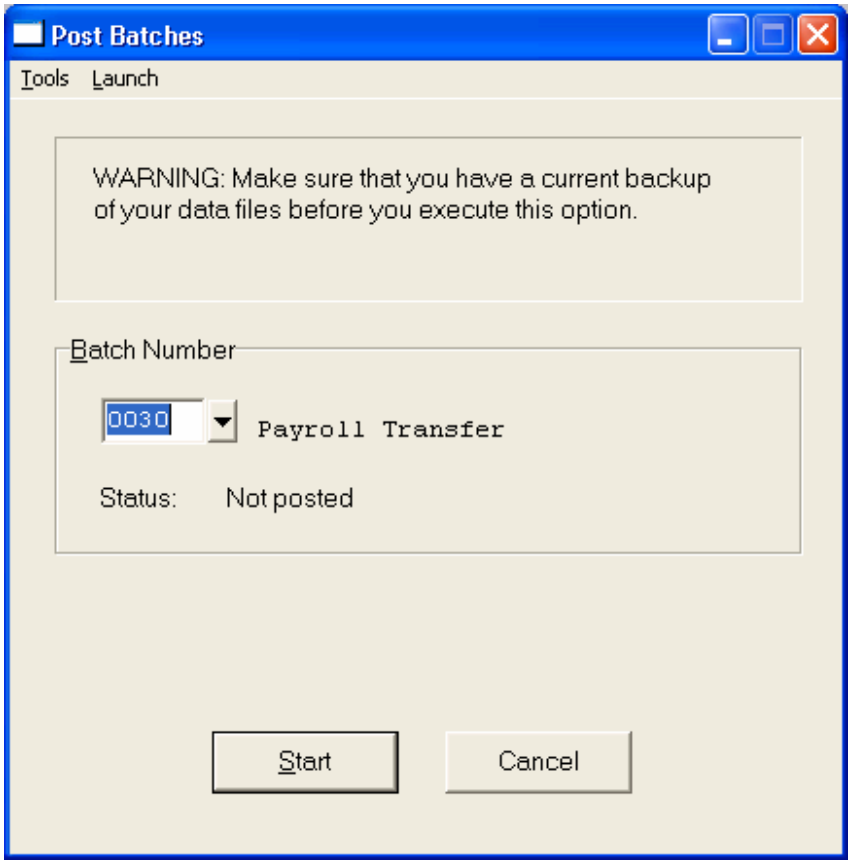
* Number of records printed: 4

POST BATCHES (GL0108)

This option allows you to post Journal Entry batches to your live General Ledger files. When you select this option, you will be asked for the Batch Number to post. Enter the number of the batch that you are ready to post. You may enter the batch number or <click> the **Down Arrow *(F2 by default)*** to gain access to the batch listing. You may choose to search for batches by batch number or description.

The system will then display the number and name of the batch that will be posted. If this batch number starts with **"RE,"** the system will display the **"Last Posted Date"** of this journal entry batch. It will also prompt the user if they require the **"Reversal"** posting of this batch, if the batch only contains **GL** system journal entries.

If you need to post the reversals of this batch <click> **"Yes"** to the question, ***"Post Reversal of this batch?"*** to begin the posting process.



<Click> **"Start"** to post the batch.

NOTE

Make sure that you have adequate disk and transaction file space available to accommodate the batch transactions.

Results:

coGL1dy.dbf - General Ledger Account File
- Period Actual updated
- YTD Actual updated

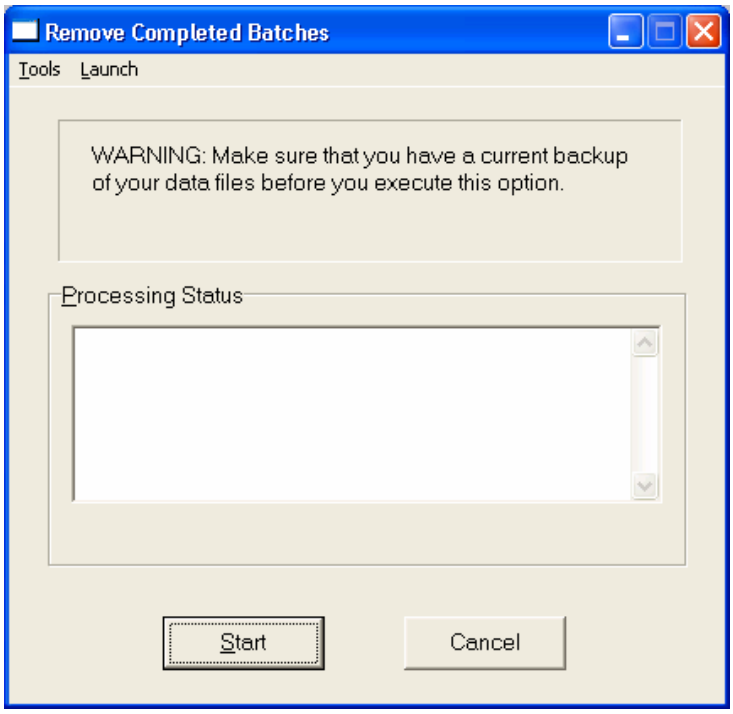
coGL2dy.dbf - Journal Entry File
- Transaction Records added

coGLA.dbf - Overhead Batch File
- Batch Entry marked as posted

coGLB.dbf - Detail Batch File
- Batch Detail Records marked as posted

REMOVE COMPLETED BATCHES (GL0109)

This option allows you to remove all Journal Entry Batch Detail for completely posted batches. This option performs a ***"housekeeping"*** task of freeing up disk and file space by removing batches and batch detail lines which have already been posted to the system. It will not remove any batches that have the naming convention necessary to dictate it as a ***"recurring/reversing"*** **(RE)** type batch.



The system will create a temporary work file for all unposted batch detail lines and then delete the old file. Make sure that you have sufficient disk space available to create this temporary work file.

Results:

coGLA.dbf - Overhead Batch File
- Completed Batches removed

coGLB.dbf - Detail Batch File
- Completed Batch Detail Records removed

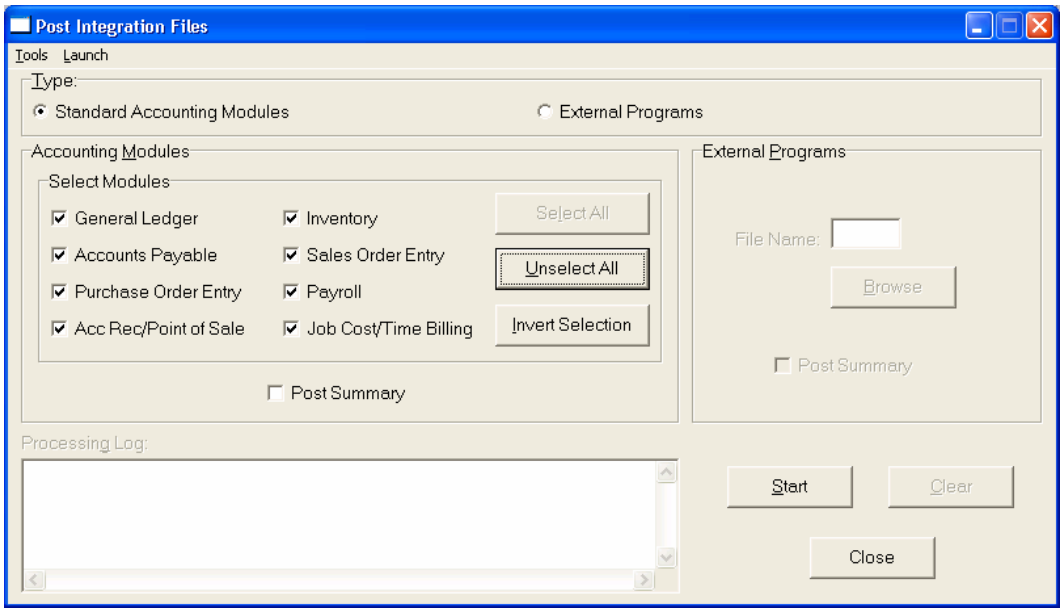
POST INTEGRATION FILES (GL0103)

This option allows you to update your General Ledger files from transactions posted in other programs. You may execute this option as often as you wish.

Note: All transactions will be posted with the transaction date of the originating transaction.

Each of the other modules that you may have will create an integration file from the transactions entered in those systems ***(if they are configured to be interactive with General Ledger)***. These integration files are named **"xx2GL.co,"** where **"xx"** is the system name of the other module and the **"co"** is the company number. For example, **"IM2GL.INS"** would indicate the Manufacturing Inventory Management module for the Sample Company, **"INS."**

This option will allow you to post these integration files into the General Ledger in detail, or summarized form by account. The detail format will create a transaction for every entry in the integration file. The summary form will summarize the integration file entries by account and then post only the summary. You may execute this option to post the integration files as often as desired; daily, weekly, monthly, etc.



The Type box will prompt you to either post from **Standard Accounting Modules** or from **External Programs**. Choosing the **"Standard Accounting Modules"** option will display all the accounting modules and an option to post in **"Summary."**

Choosing the **"External Programs"** enables you to post either from some other system that is not currently a part of the **Infinity POWER** programs. This could include a custom program or files that may have been created by the **General Ledger** system using the option ***"Create Client Integration Files"*** found in the ***"Batch Processing"*** options.

After choosing either one of the above options, you will be asked to select which modules you wish to include in this posting. <Click> on each of the modules you wish to post or you may use the buttons on the right hand side of the screen that allow you to **"Select All"** files, **"Unselect All"** files, and **"Invert Selection,"** which selects those files that were not selected in a previous integration file posting.

It is very important to realize the significance of this question. If you post in **"Summary,"** the General Ledger module **will not** provide you any detail journals for the transactions that you are posting. This information, however, is still available in the source accounting modules.

NOTE

All items that are posted in summary will appear in **Journal Number 10**. The default description for this journal is **"Closing Entries."**

The processing log window shows whether records were found in each of the selected modules. The system will first print an audit trail of what will be posted to your selected output device, whether summarized or detailed. This audit trail also includes batch totals to make sure your General Ledger is still in balance, and if there were any errors found when reading the integration file.

An **"X"** will be printed before any account which cannot be found in the GL account file. If you elect to continue the posting process, these amounts will be posted to the **"Suspense"** account set up in your master configuration. An adjusting journal entry will be needed to correct this through the ***"Record Journal Entries"*** option.

A **"P"** will be printed before any transaction line which cannot be posted to the current accounting year or period. If you are posting in detail, any date outside of the current accounting year will not be posted during this posting procedure. However, the system will post the entries in the file that correspond with the current accounting year ***(based on the system date F3)*** and will save all other entries back to the file for another posting procedure with the previous year's date for a later time.

Once the audit trail has been printed, a window comes up and asks you if you are ready to post the entries. The screen will display the message **"No Errors Found"** if there are no errors in the posting process. If you are ready to post the entries, <click> on **"Yes"** and the system will post the transactions to the General Ledger files and then clear the integration file.

All files are updated, as they were in the ***"Record Journal Entries"*** option. This is a very important option, and great care should be taken to make sure that you have ample disk space and file space available before using this option.

If errors do exist in the integration files that are attempting to be posted, the screen will display one of three warnings:

1) Suspense Account will be used. This message is telling you that an account number is found in the integration file that is about to be posted that does not exist in the General Ledger Chart of Accounts. As a result, if this file is posted, any balance will automatically be posted to the **"Suspense Account Number"** that has been set up in the ***"General Ledger Configuration."***

Should this occur, you will need to first add the necessary account(s) and then make adjusting journal entries to move these balances out of the suspense account. The suspense account balance should always be zero if there are no problems. Or once posted, the adjusting journal entries should post to other account number(s) already set up in the chart of accounts.

If integration to the **Infinity POWER General Ledger** is turned on in all integrated accounting modules, this should not ever occur. This option, does however, allow postings to occur from other sources that may not be able to perform this integrity checking for valid account numbers.

2) Transactions out of valid period. This message will appear if you are posting in **Summary** or **Detail**, but you have transactions that cross fiscal years. All transactions within the current fiscal year ***(based on the system date F3)*** will be posted and the others will be saved back to the file for another posting routine at a later time.

3) Transactions out of balance. This message will appear if the journal entries in this integration file are out of balance. This will not occur from normal processing with an **Infinity POWER** accounting module. If this has occurred, either the file has been corrupted or is being generated by another system that **has not** trapped this accounting requirement.

If this has occurred, first try to fix the problem at the source. Otherwise, the General Ledger option to ***"Allow for Out of Balance Entries"*** may be turned on and allow the batch to post to the General Ledger. To correct this problem, a single sided journal entry will need to be immediately made to offset such a posting.

WARNING: This **is not** recommended without careful consideration and full understanding of the required processes involved.

Results:

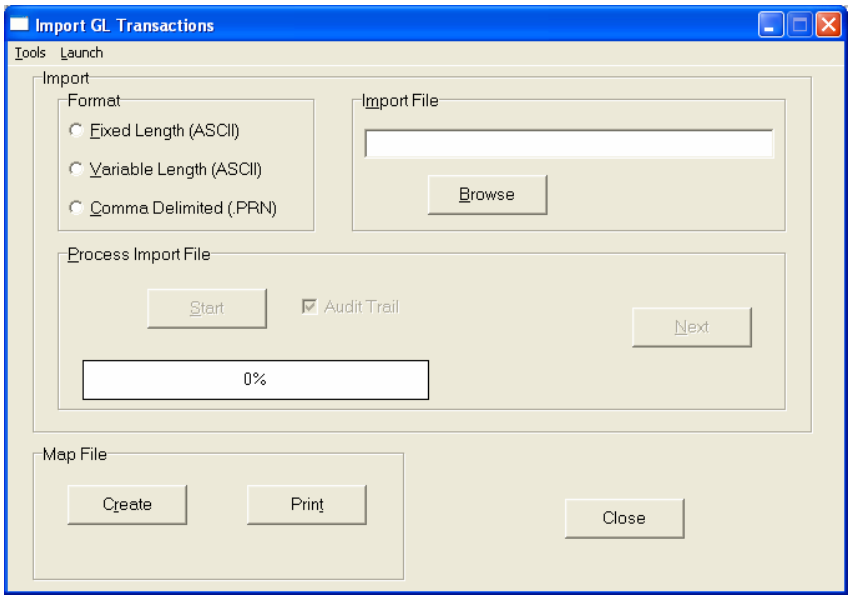
coGL1dy.dbf - General Ledger Account File
- Period Actual updated
- YTD Actual Updated

coGL2dy.dbf - Journal Entry File
- Transaction Records added

IMPORT TRANSACTIONS (GL0602)

The File Import options allow you to bring information into the appropriate modules from text, or **ASCII** files. Word processors, spreadsheets, databases, or many other types of programs may create these text files. This option is designed to allow you to import GL Transactions directly into the General Ledger module. All journals will be updated as if processed as a normal transaction from within the General Ledger program.

When you select the option to ***"Import Transactions,"*** you may create a map or print the map. This will print out the format in which this option is looking for information to be organized in.



The **Fixed Length ASCII** file logical record length for this transaction import file is **88** bytes.

Description	Type	Position	Length
Account Number	STRING	1	20*
Transaction Date	STRING	21	6*
Journal # (1-20)	CHAR	27	2*
Description	STRING	29	30
Ref/Check#	STRING	59	10
Transaction Number	STRING	69	5
Amount	DOUBLE	74	15

If it is not in this format, then you will encounter errors during the import process or not be allowed to continue at all. The File Import features allow for the importing of **"text"** file information into the **Infinity POWER** programs. This includes the ability to import Master File information, such as Charts of Accounts, Customer Names and Addresses, Employees, Vendors, etc. as well as **"transaction"** information for those master files, such as invoices and credit memos, journal entry updates, etc.

These **"text"** files may be created by a wide range of sources, which may include word processors, spreadsheets, databases, or other types of accounting programs. These sources may also include other computer systems that utilize different operating systems and functions, such as mainframes, minicomputers, or various types of PCs.

The import window has three boxes.

1) **Import File Format**
2) **Import File Name**
3) **Process Import File**

The **"Import File Format"** is prompting you to select the type of file you will be using during the import process. There are three choices:

1) **Fixed Length (ASCII)**
2) **Variable Length (ASCII)**
3) **Comma Delimited (.PRN)**

These three choices are described below.

Fixed Length ASCII Files

Fixed Length ASCII **"text"** Files are those files in which each data field starts on a specific number of characters from the start of each record. There should be no separators between data fields and each record should be the exact same length. The program recognizes each record by the number of characters that is expected per record. There is no Carriage Return/Line Feed sequence necessary to separate records.

For example, an Inventory Physical Count import text file *(Part Number and Quantity)* should look like this:

100 A 1111 A1 100.00

100 B 1122 A2 250.00

100 C 2211 A3 75.00

Variable Length ASCII Files

Variable Length ASCII **"text"** Files are those files in which each data field starts on a specific number of characters from the start of each record and each record is separated by a **Carriage Return/Line Feed** sequence **{CR}{LF}**. There should be no separators between data fields. The program recognizes each record by the Carriage Return/Line Feed sequence, which allows for other data to be in the file.

For example, an Inventory Physical Count import could look like this:

100 B 1122 A2 250.00{CR}{LF}
100 C 2211 A3 75.00{CR}{LF}

Comma Delimited *.PRN Files

Comma Delimited *.PRN **"text"** files are those files in which text type data fields are enclosed in double quotes **(")**, and all data fields are separated by commas **(,)**. The text files must contain the information for one record on a single line of the file. Each line, or record, must be terminated by a **Carriage Return/Line Feed** sequence **{CR}{LF}**.

For example, an Inventory Physical Count import should look like this:

“100 A 1111 A1”,100.00{CR}{LF}

“100 B 1122 A2”,250.00{CR}{LF}

“100 C 2211 A3”,75.00{CR}{LF}

<Click> on one of the three choices to define the type of file you will be using. Enter the name of the file to be imported. You may use any name consistent with **Windows** naming structures. You will have the option to browse for your import file, which may be located anywhere on your hard drive or any network you may be attached to.

Next, you will be prompted as to whether the system should print an audit trail first before starting the import process. It is highly recommended that you <click> on this option. It is selected by default. This will allow you to see if there are any discrepancies within your **“import”** file.

The system will first print an audit trail of what will be imported into the **Infinity POWER** accounting module. Upon completion of this report, you will be prompted whether or not to go ahead and process the import of data. If there are any discrepancies that make your import file incompatible, the **Infinity POWER** import options will not allow the information to update the system. This audit trail would then serve to assist you in correcting any problems.

Once you have answered these three questions, <click> on the **“Start”** button to begin the process and the system will begin to either print the audit trail first or go ahead and perform the **“import”** process based upon your answer. If you have chosen to print the audit trail, the system will display the printer option screen for you to choose your method of output.

The screen will then reflect the number of transactions that have been posted to the system as it goes through the import process. Once it completes the **“import”** process, the system will return you to the screen and if there are additional files to import, you may <click> on the **“Next”** button, otherwise, <click> on the **“Close”** button to return you to the Menu Bar.

Below is a more comprehensive description of how Import Modules work within the **Infinity POWER**.

File Import Modules Overview

Because the concept of transferring information from one system or program to another via **“text”** interface files is more technical than the normal operation of most word processors or the **Infinity POWER** modules, this documentation must assume that the reader has some understanding of the terms and concepts explained here. Otherwise, you may want to work with your reseller or consultant regarding the actual implementation and use of these modules with your **Infinity POWER** programs.

The ability of importing information into the **Infinity POWER** modules provides the user with several benefits.

- They allow the rapid conversion and setup from other computer based accounting systems, without the manual re-keying of information that is normally required.
- They allow the batch entry of transactions processed in other specialized or custom software programs. This may even include updates from **Infinity POWER** modules running at different locations or on different network or UNIX fileservers.
- They allow the update of the accounting system files from remote transaction processing sites.

Please note that the **Infinity POWER** programs do allow for the exportation of all accounting reports to text files. The formats of these standard **Infinity POWER** reports, however, are **not** compatible with the use of any of the **Infinity POWER** File Import options. The order in which information is sent to **“text”** files and their format do not correspond to the formats that the File Import Modules require.

The **Infinity POWER** Report Writer program, however, **does** provide the user with this ability to organize information from the various **Infinity POWER** programs into the formats required by the File Import options.

The text files that contain the information to be imported must be in one of three forms:

1) **Fixed Length ASCII Records**
2) **Variable length ASCII Records**
3) **Comma Delimited Text**

These three types of files are discussed earlier in this section. For all three types of text files, the format of the data must be accurate for the import options to read the correct information. Each field, or data item, must be in the correct order across the line, or record, and in the correct format depending on the type of text file.

Each of the import options allow you to print a transaction journal as the import is being performed. This provides an audit trail of the information being updated into your data files. This report will also indicate if the import of a record was not performed due to errors encountered in the importation process.

Some of the import file structures allow you to specify **"action numbers."** These **"action numbers"** tell the system whether you want the information being imported to be added, changed, or deleted. The action numbers are listed below.

1 = Add Record to file
2 = Change record in file
3 = Delete record in file
4 = Add record if it doesn't exist, otherwise change it

Some of the transaction import file structures require a field called **"Cont? (0=NO, 1=YES)."** This field indicates to the import programs whether or not the transaction is continued in the next record.

For example, in the Accounts Receivable Transaction import, there may be several lines of detail on an invoice that is being imported. Each line should be placed in a separate record of the text file with a **"1"** for **YES** to indicate that the transaction is continued. The last line should contain a **"0"** for **NO** indicating the end of the transaction.

For each transaction-related import, there are certain fields that are required and used by the system to verify the validity of the information being imported. These fields are marked in the field definition section with a asterisk **(*)**.

For each type of import that you wish to perform, the import text file must contain all of the fields specified for that particular import option. **Any** text fields that are blank will **overwrite** existing fields in the data files. Also, numeric fields that are blank will be considered as zero.

To allow the import of only a subset of the import structure, you must have a custom **"MAP"** file created. This will allow you, for example, to only update the retail price in Inventory without affecting, or requiring, any other fields.

You may obtain or create custom import **"MAP"** files one of two ways. You may first <click> on the **"Create Map"** button at the point in the program when you have selected the **"import"** option. The result is to produce a **"XXXXXX.map"** file in the program directory. The **"Xs"** in this file name represent the actual name of the **Infinity POWER** option within the program **(e.g., AR0601.MAP)**.

The **"XXXXXX.map"** file is used by the import option to override the default layout of the import transaction file. By using file editing tools such as **EDIT** under DOS or **notepad** under Windows, you may create a customized import record layout. Whenever a **"XXXXXX.map"** file is created, it overrides the default predefined import record layout.

Items can be deleted entirely from the record layout file or moved from one position to another. If a field is not specified in an import file, that field may be deleted from the record layout file.

NOTE: "Key Value" fields must be present in the import file and cannot be deleted from the record layout file. **"Key Value"** fields are those fields that are designated with an asterisk **(*)** in the documented import record layouts. You may also have customized **"MAP"** files created for you by calling the Data Pro Support Services group at **727-803-1550**.

Sample Import Transactions

Data Pro Support Document

DATA PRO ACCOUNTING SOFTWARE, INC.
Advanced Accounting Software & Secure Internet Solutions

IMPORT GL TRANSACTIONS (GL0602.MAP)

A Map file designates what fields and what the length of those fields that will be imported. The file you import whether it be a fixed length ASCII file or Comma Delimited or Variable length .csv file has to include all fields designated in the map file even if blank. If no map file exists, then go to Transactions, import GL transactions and create the default map file that you can edit. You can change the default map file import file by bringing up the file in notepad or wordpad, and deleting fields you do not wish to import. Remember you **cannot add** fields to the transaction map file and you must include all of the required fields. If you delete fields, you would then need to adjust the starting position in the map file and the length. Remember, the action # is not included in the length of the records. **Always save the file as GL0602.MAP.**

Explanation of File:

```
"Account #", (field name found in data dictionary) 0, (DPOffset (This is an
internal offset and cannot be changed) 20, (length of field) "STRING", (Type
of field) 1, (Starting position of field) 20 (length of field)
```

NOTE

You cannot add additional fields to transaction map files; nor can you change any of the DPOffsets or Lengths.

```
*"Account #",0,20,"STRING",1,20
*"Trans. Date",21,6,"STRING",21,6
*"Journal # (1-20)",29,0,"CHAR",27,2
"Description",30,30,"STRING",29,30
"Ref/Check #",61,10,"STRING",59,10
"Trans. #",72,5,"STRING",69,5
*"Amount",78,0,"DOUBLE",74,15
"LRL",88
```

* Required fields for importing records

```
CHAR = NUMBER NO DECIMALS
STRING = TEXT
INT = INTEGER = NUMBER NO DECIMALS
FLOAT = PERCENTAGE TWO DECIMALS REQUIRED
DOUBLE = AMOUNT DECIMALS REQUIRED
LRL = FIXED LENGTH OF RECORD LINE
```

Field Type Formatting:

```
CHAR = NUMBER NO DECIMALS
STRING = TEXT (COMMA DELIMITED REQUIRES QUOTES AROUND FIELD AND COMMAS SEPARATING
FIELDS, FIXED LENGTH HAS NO CARRIAGE RETURN OR LINE FEED, VARIABLE LENGTH REQUIRES
ONLY CARRIAGE RETURN AND LINE FEED)
INT = INTEGER = NUMBER NO DECIMALS
FLOAT = MATHEMATICAL VALUES UP TO 5 DECIMALS (Must have 0.00 if no amount)
DOUBLE = DOLLAR AMOUNTS (DECIMALS REQUIRED) (Must have 0.00 if no amount)
LRL = RECORD LENGTH REQUIRED ONLY FOR FIXED AND VARIABLE LENGTH IMPORTS
DATE = MMDDYY
```

Import Tips:

1. Map file descriptions that contain [$]; assume a 2 decimal place.
2. Map file descriptions that contain [A]; adds a value to an existing value instead of replacing it.
3. Map file position -1; forces value to be fixed as specified in the map file description.

Example: If you were going to be forcing a Description the line would look as follows: "JE Description",30,30,"STRING",-1,2 (2 being the length of the description (JE).

NOTE

The "DP OS", "DP LEN" and "Type" are unique to the Data Pro version and platform. These must not be changed or adjusted.

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Data Pro Support Document

If you are importing from Excel using a space delimited file:

Make sure to delete all headers in the Excel file. Last column of spreadsheet cannot be blank. Format columns as follows:

Char: Format as a number, zero decimals and make sure to left justify the column, change width to the number of characters being imported for that field.

Example: Vendor # width of column would be 10.

String: Format as text, left justify column, and change width to the number of characters being imported for that field.

Int: Format as a number, zero decimals and make sure to left justify the column, change width to the number of characters being imported for the field.

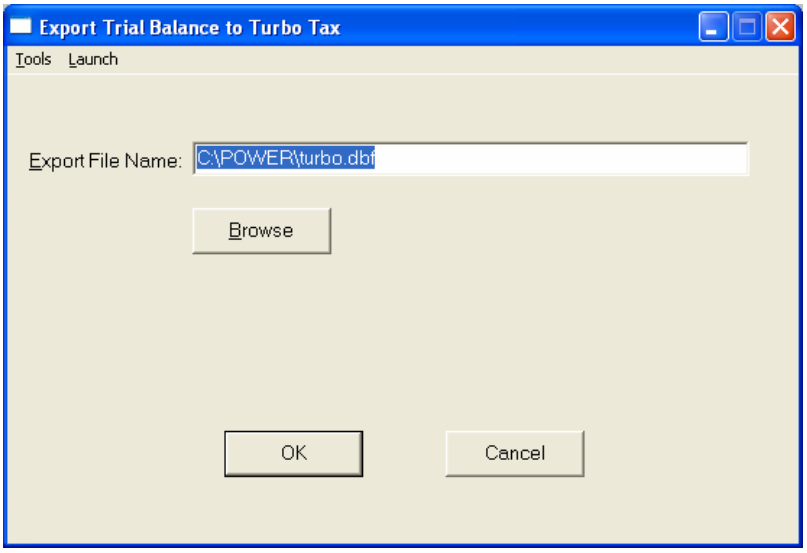
Double: Format as number, 2 decimals, **do not left justify** and change width to the number of characters being imported for the field.

Make sure to save as an Excel spreadsheet first so if you have to make any corrections, you will not lose your formatting. Then save as a Text Space Delimited file which will create a .prn file. This is the file you will import.

EXPORT TRIAL BALANCE TO TURBOTAX (GL0120)

This option allows you to export your General Ledger Trial Balance information to a file to be imported into the ***TurboTax ProSeries*** program. This operation will give you the seamless integration from your accounting data to the ***TurboTax*** programs. You can link your Trial Balance amounts to tax return lines within the ***TurboTax ProSeries*** using a **"pop-up"** trial balance window that is created from this export file.

When you select this option, you will be prompted for an export file name. This file will be in the format of a **"dbf"** file. It is important that you do not enter any other extension other than **"dbf."** At this point, if you wish to place the file in another directory other than the current **Infinity POWER** program directory, you may enter the pathname along with the filename.



Once the file is exported, you may enter the Turbo Tax program and import the file into your Turbo Tax program.

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CHAPTER 4 PRINT REPORTS

This section includes a description and sample of each report generated by the **General Ledger** module. The reports included here reflect sample information input into the sample company and only reflect an example of the way a company may utilize certain features within this module.

All modules are designed to be extremely flexible in the way you may organize data and print the corresponding reports accordingly. **Do not** assume that these sample reports reflect the only way in which these reports may be structured and/or printed. These reports may be used as a cross-reference to determine which reports you should be using in your daily activities or when trying to locate specific types of information.

The equations used to calculate the amounts on the reports and how these reports are generated *(through the use of various questions asked by the system)* are discussed here. Reports illustrate the results of transactions from the options within this module or from another integrated module. Reports do not update the actual files.

STANDARD FEATURES FOR REPORTS

Here is a listing of some standard features, which can be utilized with all reports:

CTRL+O (Output Options)
Destination - Printer Choice, E-Mail or Display
Report Titles
E-mail Settings - Recipient and Subject
Font Attributes
Report Print Options
Displayed Report Options
Range of Accounts
Data Record Retrieval
Report Sorting Preference
Masking *(Wildcards)*
Period to Report On
Cancel the Print Job

CTRL+O (Output Options)

You are able to change your Output Options *(printing preference)* at any time when you are within the **Infinity POWER** programs. By Pressing **CTRL O**, an overlay screen will appear with your available output options. You may choose to print to a Printer, send the report as an e-mail, or display the report on the screen.

If you select **"Printer,"** this will cause the output to be generated to whichever printer device you currently have as ***"active"*** in the **Windows** operating system. You may choose to change printers by <click>ing on the **"Print Options"** button and select another printer that you have set up in your Windows program. Also, by choosing **"Printer,"** you have the capability of changing the title of the report you will be printing. The standard report name will be shown. However, if you wish to overwrite it with another title, you may do so.

If you select **"E-Mail,"** this will cause the output to generate an e-mail to a specific recipient. On the Output Options screen, you will need to define the recipient of the e-mail in the **"To"** field. Make sure to enter their e-mail address and not just their name. The **"Subject"** field is automatically assigned the name of the report you will be generating, however, if you wish to overwrite it with another subject, you may do so.

NOTE

Be sure you have defined your **"E-Mail Host"** in the Output section of the Configuration Settings, otherwise, this feature will not be operational. Your name should be your e-mail address, not your actual name.

If you select **"Display,"** this will cause the output to generate the report to the screen. All reports are generally created in an **80** or **132** column format. You may size your output window both larger and smaller to allow you to view as much of the report on the screen at once as possible.

If you are used to using the **Windows Character-based** or **UNIX** version of **Infinity POWER**, you realize that you may also send reports to a **"text"** file for a myriad of uses. You may do the same in Windows, however, you must set up a **"printer"** type in Windows that will direct the output to the file. Once this is done, any time you want to direct reports to a file, you simply select the new printer definition under Windows.

The principal applies if you want to print any report or form as a **FAX** document. Define the FAX software as a printer in Windows and simply redirect your output to that specific printer.

Font Attributes

Within the **Output Options** window, you can modify font attributes such as color, size, and styles for each report. This allows you to be creative in your report styles whether formal, informal, or classic professional, depending on the purpose of the report. You may choose a more informal style for internal reports, but select a more elegant style for a customer. Selecting a font in the Printer Settings section affects printed reports only. If you select Print as the output destination, this is the font that will be applied to the printed report.

You can also select a font style for the display destination, independent of the Print Settings font selection. In the **Display Settings** section of the screen, <click> on the **Fonts…** button to open the **Font** window. From this window select different fonts, add special effects such as underlining, change the color, font style (bold, italics, bold italic, etc), and the font size. When a report is selected in display output, this is the font that will be applied when the report is displayed on the screen.

NOTE

If you send a report to print directly from the displayed output screen, (**Send** menu option or the **Send to another output destination** toolbar options) the font selected in the Printer Settings will be the font that is applied to the printed report, regardless of what font settings are selected for the Display Settings. Font attributes are unique for Printer Settings and Display settings due to the fact that your printer and the **Infinity POWER** system may not support all of the same fonts.

After selecting font attributes for either the Printer Settings or Display Settings, <click>ing the corresponding **Save** button will make those current selections the default settings. If you select different attributes between displaying/printing reports, you must <click> the **Apply** button for the new font attributes to be applied. Otherwise, the selections made for the previous report (within the same session), will be applied to the current report. Once you log out of the system, the last saved printer and display settings will be applied to the reports when you log back into the system.

If E-Mail is selected as the report output destination, the actual report will be embedded within the e-mail message as an HTML display in a fixed Courier font so that columns will automatically adjust to align properly.

Report Print Options

In the **Printer Settings** section, <click> on the **Options…** button to open the **Print** window. You can select the entire report, the current page, or a range of pages, or a specific page to be printed. You can also custom adjust form sizes by increasing or decreasing the horizontal and vertical offsets. The **horizontal offset** adjusts the alignment in fractions of an inch. The default offset value is set to 0.00. A positive increase will adjust alignment to the right, a negative value will adjust alignment to the left. The **vertical offset** adjusts the alignment in fractions of an inch.

The default offset value is set to 0.00. A positive increase will adjust alignment down, a negative value will adjust alignment up.

Displayed Report Options

If the report output is **Display**, you can also use the navigation toolbar buttons to jump to another page within the displayed report, or <click> the **#** toolbar button to specify a particular page. This comes in handy to view specific information in a long report, without having to navigate page by page.

From within a displayed report, you can also send the report (current page or all pages) to print or change the output destination for the current page or the entire report without leaving the screen.

By <click>ing the search toolbar button, you can also search for specified text within the displayed report. This allows you to search for any text, amounts, dates, etc, contained within the report.

Range of Accounts

When asked to define the range of account numbers to report on, place your cursor on the ***"Beginning Account #"*** field and <click> the **Down Arrow*(F2 by default)*** to gain access to the account listing. You may choose to search for accounts by account number or description. Once you have selected the Beginning Account Number, <click> on the Ending Account Number field and then <click> the **Down Arrow*(F2 by default)*** to gain access to the account listing to choose your ending number.

Data Record Retrieval

This function can be done on any indexed field in the currently active system or a field the current system is integrated with. When the right mouse button is <click>ed in the field, the system will display the choices of data record retrieval.

This feature is available in most options throughout the **Infinity POWER** system. It will simplify your retrieval of records when printing reports. The data record retrieval choices are listed below.

First Record	This option will allow you to select the first record in the requested file.
Next Record	This option will allow you to retrieve the next sequential record in the file, assuming you have already selected a record.
Current Record	This option will allow you to select the last record that was accessed.
Scroll View	This option will display a scrolling screen with all records in the accessed file. You may scroll through the records and select the one of your choice. You may also change the sorting preference and search for the record in a variety of ways.
Previous Record	This option will allow you to retrieve the previous sequential record in the file, assuming you have already selected a record.
Last Record	This option will allow you to select the last record in the requested file.

Report Sorting Preference

The order in which items will print on reports. This is handled through the method in which you choose the beginning and ending account range. For example, you will be given two choices when you select your beginning and ending account number when <click>ing the **Down Arrow *(F2 by default)***:

Account Number
Description

Instead of printing all reports in order of the account number, you may elect to print them in alphabetical order by the description of the account number by selecting your account range by **"Description."**

Masking (Wildcards)

The account number mask is a field which gives you the ability to set up a specific search and have the system only retrieve items defined within the parameters of that search. This is very beneficial if you want to print all reports for a particular department or location.

Your account number is the key to how specific information may be searched on. The account number length will be reflected in the mask field on your screen.

The account number mask field would appear on your screen as:

[ ]
12356789012345678 90

Assuming that you were utilizing a five digit account number with the last two digits representing the department or location number (e.g., "**03**"), to print a report that would mask for a department or location you would enter the following:

[03]
12345678901234567890

The areas not being masked can either be spaces or question marks. Question marks are the standard wildcard format.

Period to Report On

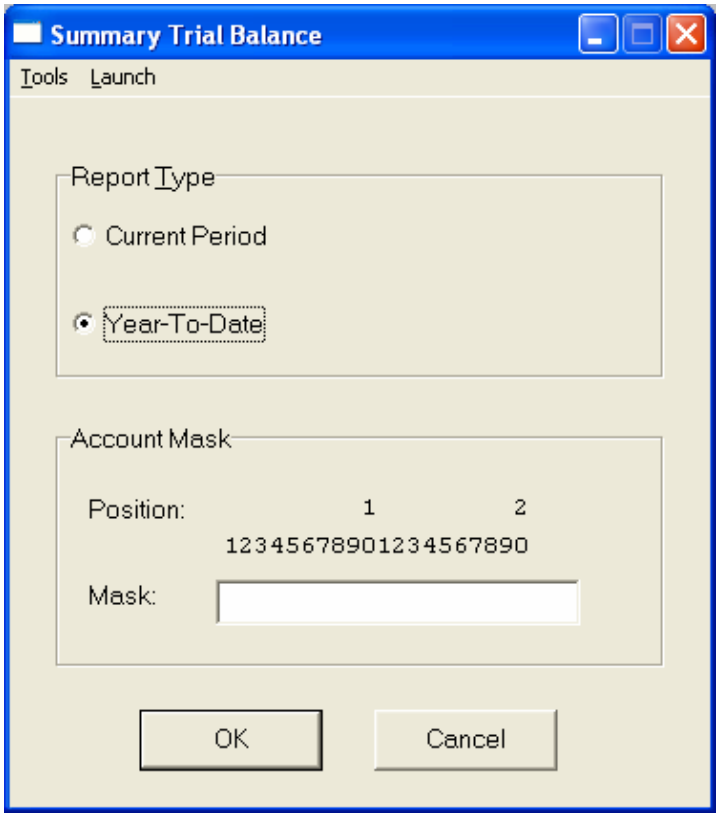
If a report is a summary type report, the information contained in the report will be inclusive of all data input during the date range specified at the time of selection of the report. This provides you the ability to do historical period reporting as well as current period reporting.

Cancel the Print Job

<Click>ing on the **"Cancel"** button during the printing of a report will cancel the print job. However, keep in mind, some of the report may still be in the printer buffer at the time of cancellation.

SUMMARY TRIAL BALANCE (GL0201)

This option allows you to print a Summary Trial Balance showing either Year-to-Date or Current Period account balances and will allow you to mask on specific accounts. The Current Period Trial Balance reflects the net transaction activity to each account within the Chart of Accounts for the current period ***(month)***, if no items were selected for masking, or the net transaction activity for the accounts on which you are masking.



An account's balance will be zero if there has been no activity on the account or if the net amount of debits and credits that have been posted to the account during the current period ***(month)*** have completely offset one another.

The Year-to-Date Trial Balance reflects current perpetual balances of all accounts on the Balance Sheet and the Income Statement. Balance Sheet items are on-going balances while Income Statement balances are reset at the beginning of each new fiscal year.

Only accounts with non-zero balances will appear on this report.

Field Names:

- Account # *(Account Number)*
- Description
- Debit *(Balances)*
- Credit *(Balances)*
- Total Debits
- Total Credits
- Balance *(Should be Zero if in balance)*

Summary Trial Balance Report (Current Period)

Infinity POWER Sample Company, Inc.
Summary Trial Balance
Current Period

Page 1
(4) 04/28/2006

Account #	Description	Debit	Credit
11100	Cash - Savings	$401.94	
11110	Cash in Bank - General		($81,911.12)
11120	Cash in Bank - Payroll		($1,707.15)
11300	Accounts Receivable - Customer	$85,928.14	
11360	A/R - Miami Warehouse		($650.00)
11400	Inventory - Tampa Main Office	$323,904.15	
11450	Work In Process	$2,329.92	
12120	Buildings - Accum Deprec.		($468.36)
12420	Equipment - Accum Deprec.		($2,129.87)
12620	Furniture - Accum Deprec.		($230.29)
12820	Autos & Trucks - Accum Deprec.		($544.59)
21100	Notes Payable, Current Portion	$583.00	
21200	Accounts Payable		($327,172.83)
23100	FICA Tax Withheld		($2,919.94)
23200	Federal Income Taxes Withheld		($1,109.60)
23450	Accrued Insurance		($947.99)
23500	Accrued FUTA		($152.26)
23600	Accrued SUTA		($572.88)
23800	401K Pension Plan		($927.25)
25100	Sales Tax Payable		($3,280.88)
25400	Accrued State Income Taxes		($251.00)
25500	Accrued Interest		($1,833.33)
27200	Mortgages Payable	$1,485.00	
40000	Revenue		($50,902.88)
41100-1	Revenue Concrete - Commercial		($5,000.00)
41100-2	Revenue Concrete - Residential		($5,010.00)
41200-2	Revenue Electrical-Residential		($4,255.00)
41300-1	Revenue Framing - Commercial		($8,000.00)
41300-2	Revenue Framing - Residential		($1,453.76)
41500-2	Revenue Roofing - Residential		($8,453.50)
45000	Sales Returns and Allowances	$25.93	
46000	Cash Discounts Earned		($464.11)
50000	Cost of Sales	$13,173.37	
51100-1	Concrete COS - Commercial	$3,600.00	
51100-2	Concrete COS - Residential	$2,730.00	
51200-2	Electrical COS - Residential	$5,920.00	
51300-1	Framing COS - Commercial	$1,200.00	
51300-2	Framing COS - Residential	$901.50	
51500-2	Roofing COS - Residential	$3,777.25	
52000	Commissions - Expense	$2,500.00	
60100-1	Salaries - Commercial	$3,053.39	
60100-2	Salaries - Residential	$1,660.23	
60101	Wages and Salaries - Sales	$2,000.10	
60102	Wages and Salaries - Mgmt	$4,489.25	
60103	Wages and Salaries - General	$10,700.00	
60500	OH Expense Allocation		($1,893.22)
60501	Taxes - Sales Dept	$208.24	
60502	Taxes - Management	$491.19	
60503	Taxes - General Labor	$1,193.79	
61000	Advertising Expense	$360.00	

Infinity POWER Sample Company, Inc. — Page 2
Summary Trial Balance — (4) 04/28/2006
Current Period

Account #	Description	Debit	Credit
61500	Automobile Expense	$1,066.25	
63000	Insurance	$2,187.36	
63500	Insurance - Worker's Comp.	$500.00	
64000	Office Cleaning Expense	$250.00	
64500	Postage Expense	$665.66	
64700	Professional Services	$3,000.00	
65000	Rental Expense	$500.00	
65400	Repairs to Building	$12,547.00	
65500	Repairs to Equipment	$500.00	
66000	Supplies - Office	$360.00	
66500	Supplies - Warehouse	$250.00	
67000	Telephone Expense	$782.58	
67300	Temporary Labor	$1,575.40	
67600	Tools Expense	$500.00	
68000	Travel & Entertainment	$2,850.40	
69000	Utilities Expense	$4,335.95	
72100	Deprec - Buildings	$468.36	
72400	Deprec - Equipment	$2,129.87	
72600	Deprec - Furniture	$230.29	
72800	Deprec - Autos & Trucks	$544.59	
75000	Interest Expense	$2,196.60	
75100	FICA Taxes	$1,459.97	
75200	Unemployment Taxes	$725.14	
	Total Debits :	$512,241.81	
	Total Credits:		($512,241.81)
	Balance :	- 0 -	

* Number of records printed: 73

Summary Trial Balance Report (Year-To-Date)

Infinity POWER Sample Company, Inc.
Summary Trial Balance
Year-to-Date

Page 1
(4) 04/28/2006

Account #	Description	Debit	Credit
11100	Cash - Savings	$168,426.87	
11105	Petty Cash	$225.00	
11110	Cash in Bank - General	$26,566.21	
11120	Cash in Bank - Payroll	$24,292.85	
11200	Notes Receivable	$500.00	
11300	Accounts Receivable - Customer	$1,646,888.30	
11310	Accounts Receivable - Other	$51,907.80	
11350	A/R - Tampa Main Office	$17,525.00	
11355	A/R - Orlando Warehouse	$5,065.81	
11360	A/R - Miami Warehouse	$24,404.26	
11400	Inventory - Tampa Main Office	$325,996.10	
11430	Accrued Inventory - Receipts		($81,782.04)
11440	Accrued Inventory - COS	$2,402.71	
11450	Work In Process	$457,114.50	
11600	Prepaid Insurance	$800.00	
11700	Prepaid Expenses	$450.00	
11800	Prepaid Vendor Deposits		($450.00)
12000	Land	$53,000.00	
12100	Buildings	$224,813.00	
12120	Buildings - Accum Deprec.		($23,594.05)
12400	Equipment	$212,292.10	
12420	Equipment - Accum Deprec.		($19,737.12)
12600	Furniture	$27,635.35	
12620	Furniture - Accum Deprec.		($11,750.82)
12800	Automobiles and Trucks	$32,675.42	
12820	Autos & Trucks - Accum Deprec.		($21,059.58)
12900	Treasury Stock	$25,000.00	
12910	Stocks Purchased	$10,000.00	
12920	Bonds	$5,000.00	
21100	Notes Payable, Current Portion		($835,328.07)
21200	Accounts Payable		($624,228.04)
21210	Retainage Payable	$360.00	
21220	Deposits Received		($135,502.86)
23100	FICA Tax Withheld		($67,315.28)
23200	Federal Income Taxes Withheld		($35,256.95)
23450	Accrued Insurance		($27,027.95)
23500	Accrued FUTA		($1,495.69)
23600	Accrued SUTA		($599.84)
23800	401K Pension Plan		($18,467.60)
25100	Sales Tax Payable		($44,758.98)
25300	Accrued Federal Income Taxes		($9,500.61)
25400	Accrued State Income Taxes		($2,937.00)
25500	Accrued Interest		($1,833.33)
26355	A/P - Orlando Warehouse		($1,264.55)
26360	A/P - Miami Warehouse		($3,233.83)
27100	Long Term Notes Payable		($75,000.00)
27200	Mortgages Payable		($116,010.12)
30000	Owners Equity		($50,000.00)
35000	Retained Earnings		($940,946.03)
40000	Revenue		($443,483.57)

Infinity POWER Sample Company, Inc. Page 2
Summary Trial Balance (4) 04/28/2006
Year-to-Date

Account #	Description	Debit	Credit
41100-1	Revenue Concrete - Commercial		($79,100.00)
41100-2	Revenue Concrete - Residential		($12,990.75)
41200-2	Revenue Electrical-Residential		($5,206.32)
41300-1	Revenue Framing - Commercial		($39,600.00)
41300-2	Revenue Framing - Residential		($9,733.76)
41500-2	Revenue Roofing - Residential		($53,760.04)
45000	Sales Returns and Allowances	$2,256.85	
46000	Cash Discounts Earned		($679.66)
50000	Cost of Sales	$110,075.50	
51100-1	Concrete COS - Commercial	$22,550.00	
51100-2	Concrete COS - Residential	$7,413.15	
51200-2	Electrical COS - Residential	$6,360.21	
51300-1	Framing COS - Commercial	$14,160.54	
51300-2	Framing COS - Residential	$2,951.50	
51500-1	Roofing COS - Commercial	$3,000.00	
51500-2	Roofing COS - Residential	$14,029.58	
52000	Commissions - Expense	$12,000.00	
60100-1	Salaries - Commercial	$8,810.74	
60100-2	Salaries - Residential	$11,732.52	
60101	Wages and Salaries - Sales	$14,000.58	
60102	Wages and Salaries - Mgmt	$26,935.50	
60103	Wages and Salaries - General	$64,663.00	
60500	OH Expense Allocation		($9,644.53)
60501	Taxes - Sales Dept	$1,457.68	
60502	Taxes - Management	$2,249.42	
60503	Taxes - General Labor	$5,937.43	
61000	Advertising Expense	$1,710.00	
61500	Automobile Expense	$1,811.80	
63000	Insurance	$8,724.44	
63500	Insurance - Worker's Comp.	$1,600.00	
64000	Office Cleaning Expense	$1,502.45	
64500	Postage Expense	$1,815.66	
64700	Professional Services	$8,925.00	
65000	Rental Expense	$1,665.00	
65400	Repairs to Building	$12,958.55	
65500	Repairs to Equipment	$1,350.45	
66000	Supplies - Office	$620.74	
66500	Supplies - Warehouse	$1,225.00	
67000	Telephone Expense	$5,582.58	
67300	Temporary Labor	$1,575.40	
67600	Tools Expense	$870.00	
68000	Travel & Entertainment	$3,401.38	
69000	Utilities Expense	$10,567.30	
72100	Deprec - Buildings	$3,746.88	
72400	Deprec - Equipment	$17,038.96	
72600	Deprec - Furniture	$1,842.32	
72800	Deprec - Autos & Trucks	$4,356.72	
75000	Interest Expense	$16,119.72	
75100	FICA Taxes	$9,110.79	
75200	Unemployment Taxes	$4,811.54	

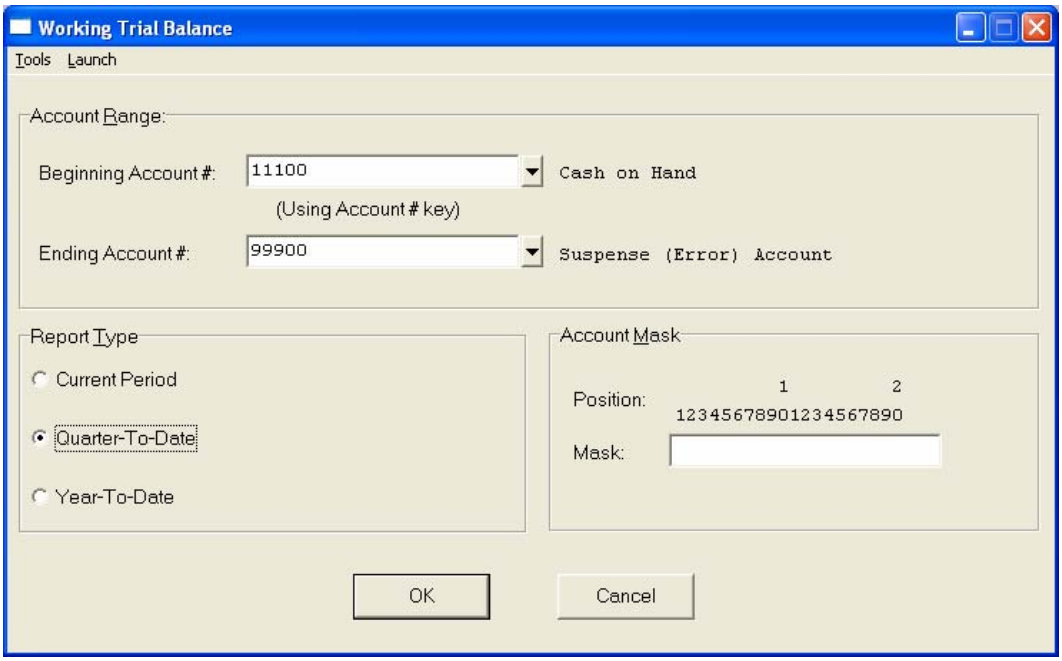
Infinity POWER Sample Company, Inc.
Summary Trial Balance
Year-to-Date

Account #	Description	Debit	Credit
75300	Miscellaneous Taxes	$6,420.81	
	Total Debits :	$3,803,278.97	
	Total Credits:		($3,803,278.97)
	Balance :	- 0 -	

* Number of records printed: 101

WORKING TRIAL BALANCE (GL0216)

This option allows you to print a Working Trial Balance showing Year-to-Date, Current Quarter, or Current Month account balances. The Working Trial Balance is a useful report for auditing the account activity of a business. All accounts, including those with zero balances will appear on these reports. Total debits and credits by journal type are represented for each account, together with the net effect. An adjustments column has been added to provide a place to makes notes and/or adjustments to the individual accounts.



An account's balance will be zero if there has been no activity on the account or if the net amount of debits and credits that have been posted to the account during the current period *(month)* have completely offset one another.

When you select this option, you will enter the beginning and ending account number to include on this report. You may select the range of accounts by number or description, which will determine the sorting preference. You may also define the **"account mask"** if desired. You will have the following choices as the **"Report Type."**

- **Current Period**
- **Quarter-to-Date**
- **Year-to-Date**

Field Names:

- Account *(Account Number)*
- Description
- Debits *(Balances)*
- Credits *(Balances)*
- Net
- Adjustments
- Totals
- Ending Balance

Working Trial Balance Report (Current Period)

Infinity POWER Sample Company, Inc. — Page 1
Working Trial Balance — (4) 04/28/2006
Current Period

Account / Journal	Account Description	Debits	Credits	Net	Adjustments
11110	Cash in Bank - General				
	Beginning Balance :			$108,477.33	
1)	General Journal	$0.00	$0.00	$0.00	
2)	Checking - General	$0.00	$68,911.12-	$68,911.12-	
3)	Deposits - General	$0.00	$0.00	$0.00	
4)	Checking - Payroll	$0.00	$0.00	$0.00	
5)	Deposits - Payroll	$0.00	$13,000.00-	$13,000.00-	
6)	Sales Journal	$0.00	$0.00	$0.00	
7)	Inventory Activity	$0.00	$0.00	$0.00	
8)	Accruals - Payable	$0.00	$0.00	$0.00	
9)	Purchase Accruals	$0.00	$0.00	$0.00	
10)	JC/TB Journal	$0.00	$0.00	$0.00	
11)	Deprec. / Amort.	$0.00	$0.00	$0.00	
12)	Closing Entries	$0.00	$0.00	$0.00	
20)	Up to 20 Journals	$0.00	$0.00	$0.00	
	Total:	$0.00	$81,911.12-	$81,911.12-	
	Ending Balance :			$26,566.21	
11120	Cash in Bank - Payroll				
	Beginning Balance :			$26,000.00	
1)	General Journal	$0.00	$0.00	$0.00	
2)	Checking - General	$0.00	$0.00	$0.00	
3)	Deposits - General	$0.00	$0.00	$0.00	
4)	Checking - Payroll	$0.00	$14,707.15-	$14,707.15-	
5)	Deposits - Payroll	$13,000.00	$0.00	$13,000.00	
6)	Sales Journal	$0.00	$0.00	$0.00	
7)	Inventory Activity	$0.00	$0.00	$0.00	
8)	Accruals - Payable	$0.00	$0.00	$0.00	
9)	Purchase Accruals	$0.00	$0.00	$0.00	
10)	JC/TB Journal	$0.00	$0.00	$0.00	
11)	Deprec. / Amort.	$0.00	$0.00	$0.00	
12)	Closing Entries	$0.00	$0.00	$0.00	
20)	Up to 20 Journals	$0.00	$0.00	$0.00	
	Total:	$13,000.00	$14,707.15-	$1,707.15-	
	Ending Balance :			$24,292.85	

* Number of records printed: 2

Working Trial Balance Report (Quarter-to-Date)

Infinity POWER Sample Company, Inc. — Page 1
Working Trial Balance — (4) 04/28/2006
Quarter-to-Date

Account / Journal	Account Description	Debits	Credits	Net	Adjustments
11110	Cash in Bank - General				
	Beginning Balance :			$108,477.33	
1)	General Journal	$0.00	$0.00	$0.00	
2)	Checking - General	$0.00	$68,911.12-	$68,911.12-	
3)	Deposits - General	$0.00	$0.00	$0.00	
4)	Checking - Payroll	$0.00	$0.00	$0.00	
5)	Deposits - Payroll	$0.00	$13,000.00-	$13,000.00-	
6)	Sales Journal	$0.00	$0.00	$0.00	
7)	Inventory Activity	$0.00	$0.00	$0.00	
8)	Accruals - Payable	$0.00	$0.00	$0.00	
9)	Purchase Accruals	$0.00	$0.00	$0.00	
10)	JC/TB Journal	$0.00	$0.00	$0.00	
11)	Deprec. / Amort.	$0.00	$0.00	$0.00	
12)	Closing Entries	$0.00	$0.00	$0.00	
20)	Up to 20 Journals	$0.00	$0.00	$0.00	
	Total:	$0.00	$81,911.12-	$81,911.12-	
	Ending Balance :			$26,566.21	
11120	Cash in Bank - Payroll				
	Beginning Balance :			$26,000.00	
1)	General Journal	$0.00	$0.00	$0.00	
2)	Checking - General	$0.00	$0.00	$0.00	
3)	Deposits - General	$0.00	$0.00	$0.00	
4)	Checking - Payroll	$0.00	$14,707.15-	$14,707.15-	
5)	Deposits - Payroll	$13,000.00	$0.00	$13,000.00	
6)	Sales Journal	$0.00	$0.00	$0.00	
7)	Inventory Activity	$0.00	$0.00	$0.00	
8)	Accruals - Payable	$0.00	$0.00	$0.00	
9)	Purchase Accruals	$0.00	$0.00	$0.00	
10)	JC/TB Journal	$0.00	$0.00	$0.00	
11)	Deprec. / Amort.	$0.00	$0.00	$0.00	
12)	Closing Entries	$0.00	$0.00	$0.00	
20)	Up to 20 Journals	$0.00	$0.00	$0.00	
	Total:	$13,000.00	$14,707.15-	$1,707.15-	
	Ending Balance :			$24,292.85	

* Number of records printed: 2

Working Trial Balance Report (Year-to-Date)

Infinity POWER Sample Company, Inc. — Page 1
Working Trial Balance — (4) 04/28/2006
Year-to-Date

Account / Journal	Account Description	Debits	Credits	Net	Adjustments
11110	Cash in Bank - General				
	Beginning Balance :			$48,180.19	
1)	General Journal	$92,553.27	$125,611.92-	$33,058.65-	
2)	Checking - General	$0.00	$87,805.33-	$87,805.33-	
3)	Deposits - General	$0.00	$0.00	$0.00	
4)	Checking - Payroll	$0.00	$0.00	$0.00	
5)	Deposits - Payroll	$0.00	$65,000.00-	$65,000.00-	
6)	Sales Journal	$164,250.00	$0.00	$164,250.00	
7)	Inventory Activity	$0.00	$0.00	$0.00	
8)	Accruals - Payable	$0.00	$0.00	$0.00	
9)	Purchase Accruals	$0.00	$0.00	$0.00	
10)	JC/TB Journal	$0.00	$0.00	$0.00	
11)	Deprec. / Amort.	$0.00	$0.00	$0.00	
12)	Closing Entries	$0.00	$0.00	$0.00	
20)	Up to 20 Journals	$0.00	$0.00	$0.00	
	Total:	$256,803.27	$278,417.25-	$21,613.98-	
	Ending Balance :			$26,566.21	
11120	Cash in Bank - Payroll				
	Beginning Balance :			$0.00	
1)	General Journal	$51,038.75	$0.00	$51,038.75	
2)	Checking - General	$0.00	$0.00	$0.00	
3)	Deposits - General	$0.00	$0.00	$0.00	
4)	Checking - Payroll	$0.00	$91,745.90-	$91,745.90-	
5)	Deposits - Payroll	$65,000.00	$0.00	$65,000.00	
6)	Sales Journal	$0.00	$0.00	$0.00	
7)	Inventory Activity	$0.00	$0.00	$0.00	
8)	Accruals - Payable	$0.00	$0.00	$0.00	
9)	Purchase Accruals	$0.00	$0.00	$0.00	
10)	JC/TB Journal	$0.00	$0.00	$0.00	
11)	Deprec. / Amort.	$0.00	$0.00	$0.00	
12)	Closing Entries	$0.00	$0.00	$0.00	
20)	Up to 20 Journals	$0.00	$0.00	$0.00	
	Total:	$116,038.75	$91,745.90-	$24,292.85	
	Ending Balance :			$24,292.85	

* Number of records printed: 2

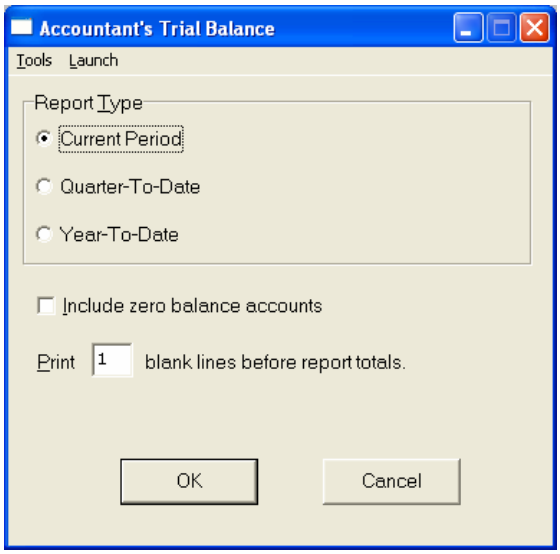
ACCOUNTANT'S TRIAL BALANCE (GL0217)

This option allows you to print an Accountant's Trial Balance showing Year-to-Date, Current Quarter, or Current Month account balances. The Accountant's Trial Balance is a useful report for auditing the account activity of a business. It is specifically designed as a working tool for those in the accounting trade to use as manual adjustments to the General Ledger are figured.

When this option is selected, the system will prompt you for the **"Report Type."** Your choices will be:

- **Current Period Trial Balance**
- **Quarter-to-Date Trial Balance**
- **Year-to-Date Trial Balance**

You will also have the option to ***"Include Zero Balance Accounts?"*** As the default, the report will not include any account that has a zero dollar amount based on the time period specified ***(e.g. current, quarter, or year to date)***, but if you wish to include them, <click> **"on"** this option.



An account's balance will be zero if there has been no activity on the account or if the net amount of debits and credits that have been posted to the account during the current period *(month)* have completely offset one another.

Another option you will have is to allow you to place additional blank lines before the system prints the totals at the bottom of the report. This exists so that if additional accounts should be added to the chart of accounts, room is available on the page to make these manual adjustments. Once these options have been specified, <Click> on **"OK"** and the Output Options screen will appear for any changes, <click> **"OK"** to continue and your report will begin to print.

Field Names:

- Account *(Account Number)*
- Description
- Debits *(Balances)*
- Credits *(Balances)*
- Adjustments Debit/Credit Columns
- Expense Debit
- Income Credit
- Balance Sheet Debit/Credit Column
- Totals
- Ending Balance

Accountant's Trial Balance Report (Current Period)

Infinity POWER Sample Company, Inc. — Page 9
Accountant's Trial Balance — (4) 04/28/2006
Current Period

Account #	Description	Debit	Credit	Adjustments Debit	Adjustments Credit	Expense Debit	Income Credit	Balance Sheet Debit<Credit>
72100	Deprec - Buildings	$468.36						
72200	Amort. - Leasehold Impr.	$0.00						
72400	Deprec - Equipment	$2,129.87						
72600	Deprec - Furniture	$230.29						
72800	Deprec - Autos & Trucks	$544.59						
75000	Interest Expense	$2,196.60						
75100	FICA Taxes	$1,459.97						
75200	Unemployment Taxes	$725.14						
75300	Miscellaneous Taxes	$0.00						
75400	Federal Income Taxes	$0.00						
75500	State Income Taxes	$0.00						
79000	Misc Expenses	$0.00						
99900	Suspense (Error) Account	$0.00						

Total Debits :	$512,241.81
Total Credits:	($512,241.81)
Balance :	- 0 -

* Number of records printed: 149

For brevity, a portion of the report detail has been omitted.

Accountant's Trial Balance Report (Quarter-to-Date)

Infinity POWER Sample Company, Inc.
Accountant's Trial Balance
Quarter-to-Date

Page 1
(4) 04/28/2006

Account #	Description	Debit	Credit	Adjustments Debit	Adjustments Credit	Expense Debit	Income Credit	Balance Sheet Debit<Credit>
11100	Cash - Savings	$401.94						
11105	Petty Cash	$0.00						
11110	Cash in Bank - General		($81,911.12)					
11120	Cash in Bank - Payroll		($1,707.15)					
11200	Notes Receivable	$0.00						
11300	Accounts Receivable - Customer	$85,928.14						
11310	Accounts Receivable - Other	$0.00						
11320	A/R - Employee Receivables	$0.00						
11350	A/R - Tampa Main Office	$0.00						
11355	A/R - Orlando Warehouse	$0.00						
11360	A/R - Miami Warehouse		($650.00)					
11400	Inventory - Tampa Main Office	$323,904.15						
11405	Inv - Orlando Warehouse	$0.00						
11406	Inventory - Miami Warehouse	$0.00						
11410	Inventory - Supplies - Tampa	$0.00						
11420	Inventory - Finished Products	$0.00						
11430	Accrued Inventory - Receipts	$0.00						

For brevity, a portion of the report detail has been omitted.

Accountant's Trial Balance Report (Year-to-Date)

Infinity POWER Sample Company, Inc.
Accountant's Trial Balance
Year-to-Date

Page 4
(4) 04/28/2006

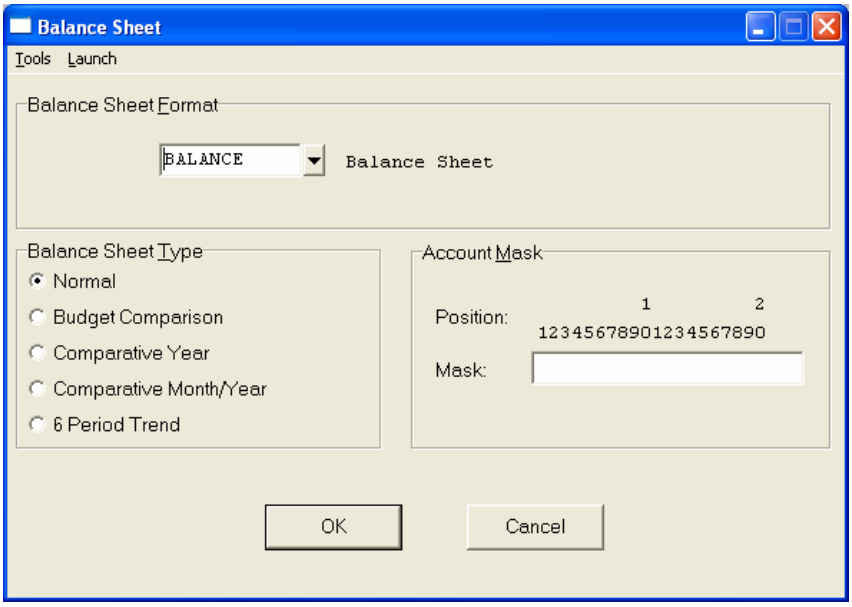
Account #	Description	Debit	Credit	Adjustments Debit	Adjustments Credit	Expense Debit	Income Credit	Balance Sheet Debit<Credit>
23800	401K Pension Plan		($18,467.60)					
25100	Sales Tax Payable		($44,758.98)					
25200	Accrued Real Estate Taxes	$0.00						
25300	Accrued Federal Income Taxes		($9,500.61)					
25400	Accrued State Income Taxes		($2,937.00)					
25500	Accrued Interest		($1,833.33)					
26350	A/P - Tampa Main Office	$0.00						
26355	A/P - Orlando Warehouse		($1,264.55)					
26360	A/P - Miami Warehouse		($3,233.83)					
27100	Long Term Notes Payable		($75,000.00)					
27200	Mortgages Payable		($116,010.12)					
30000	Owners Equity		($50,000.00)					
31000	Common Stock	$0.00						
31100	Additional Paid in Capital	$0.00						
35000	Retained Earnings		($940,946.03)					
40000	Revenue		($443,483.57)					
40000-1	Revenue - Commercial	$0.00						

For brevity, a portion of the report detail has been omitted.

BALANCE SHEET (GL0202)

This option prints a Balance Sheet in the format specified by you in the ***"Set up Financial Statements"*** options. This report can display either current, comparative year or budget comparison figures. The Balance Sheet is one of the key financial reports utilized by a business. It is designed to reflect the financial picture of a company at a specific point in time. Once all information is posted to the General Ledger, the data is immediately available for printing financial reports such as the Balance Sheet.

When this option is selected, a screen will be displayed prompting you to enter the **Financial Statement Format** you would like to use when printing this report. Since the system provides the ability to setup various choices, <click> the **Down Arrow *(F2 by default)*** and a search screen will display all of the formats currently available. <Click> on the Balance Sheet format you wish to print and then <click> on **"OK."**



<Click> on one of the five **(5)** reporting methods available for this report.

- **Normal**
- **Budget Comparison**
- **Comparative Year**
- **Comparative Month/Year**
- **6 Period Trend**

The **"Normal"** report will provide you with the standard format Balance Sheet. The exact way the report is presented and printed is controlled entirely by the user in setting up Financial Statement Maintenance. If no changes are made, the default format will continue to be used utilizing a two-page format. This would normally include all Assets accounts on page one of the report and all Liabilities and Owner's Equity accounts on page two.

This, of course, depends entirely on how many accounts are included in your Chart of Accounts. Again, the system allows you complete flexibility in the way you design the output of this report. If the default format does not meet your needs, simply change the format to your own specifications.

In addition, if you are processing multiple companies with this module, you have the flexibility to create different formats for each company you are working with. You may instead, choose to copy a format when creating the new companies from scratch and modify each company's format to individual specifications.

The **"Budget Comparison"** report will print a Balance Sheet that will include any budgeted numbers you may have set up in the ***"Set Up Accounts"*** option when setting up your Chart of Accounts or the option to setup or enter **"change budgets."** The report will compare the budgeted numbers against the actual and print any variance between the two numbers. Any **"over budget"** amounts will appear as a positive number; under-budget as negative.

The **"Comparative Year"** report will print a Balance Sheet with two printed columns of information. The first column will reflect the current year's information as of the system date. This information would be identical to printing the normal Balance Sheet.

If you are just setting up the system, you have the ability to input a prior year's information to use as a comparison against this year's data. The second column will reflect the prior year's information you have either set up in the ***"Set up Accounts"*** or the actual prior year's information.

The **"Comparative Month/Year"** report will print a Balance Sheet that will compare the current month's actual account balances with both the prior month's actual account balances and the prior year's actual account balances for the same month.

The **"6 Period Trend"** report will print a Balance Sheet that will compare the current month's actual account balances with the previous five **(5)** month's actual account balances. It will do this even if the previous months occurred in a prior year.

To run this version of the report, you must have data files in the prior year, if the date range selected crosses back into a prior year. Otherwise, you will receive a warning and the report will not run. If you do not desire to create prior year's data files, simply run the report with the system date set to the sixth fiscal period of the year or higher.

You may select an **"account mask"** which will provide a Balance Sheet for specific or combined profit centers. If the accounts for each profit center share specific digits in the account number ***(e.g., the last 2 digits of each account number represent the profit center)***, then the report may include those accounts only.

Once these options have been specified, <Click> on **"OK"** and the Output Options screen will appear for any changes, <click> **"OK"** to continue and your report will begin to print.

Balance Sheet Report (Normal)

Infinity POWER Sample Company, Inc. — Page 1
Balance Sheet — (4) 04/28/2006
04/28/2006

ASSETS

CURRENT ASSETS		
Cash - Savings	$168,426.87	
Petty Cash	225.00	
Cash in Bank - General	26,566.21	
Cash in Bank - Payroll	24,292.85	
Notes Receivable	500.00	
Accounts Receivable - Customer	1,646,888.30	
Accounts Receivable - Other	51,907.80	
A/R - Tampa Main Office	17,525.00	
A/R - Orlando Warehouse	5,065.81	
A/R - Miami Warehouse	24,404.26	
Inventory - Tampa Main Office	325,996.10	
Accrued Inventory - Receipts	(81,782.04)	
Accrued Inventory - COS	2,402.71	
Work In Process	457,114.50	
Prepaid Insurance	800.00	
TOTAL CURRENT ASSETS		$2,670,333.37
FIXED ASSETS		
Land	$53,000.00	
Buildings	224,813.00	
Buildings - Accum Deprec.	(23,594.05)	
Equipment	212,292.10	
Equipment - Accum Deprec.	(19,737.12)	
Furniture	27,635.35	
Furniture - Accum Deprec.	(11,750.82)	
Automobiles and Trucks	32,675.42	
Autos & Trucks - Accum Deprec.	(21,059.58)	
TOTAL FIXED ASSETS		$474,274.30
OTHER ASSETS		
Treasury Stock	$25,000.00	
Stocks Purchased	10,000.00	
Bonds	5,000.00	
TOTAL OTHER ASSETS		$40,000.00
TOTAL ASSETS		$3,184,607.67

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Infinity POWER Sample Company, Inc. — Page 2
Balance Sheet — (4) 04/28/2006
04/28/2006

LIABILITIES & STOCKHOLDER EQUITY

CURRENT LIABILITIES		
Notes Payable, Current Portion		$835,328.07
Accounts Payable		624,228.04
Retainage Payable		(360.00)
Deposits Received		135,502.86
FICA Tax Withheld		67,315.28
Federal Income Taxes Withheld		35,256.95
Accrued Insurance		27,027.95
Accrued FUTA		1,495.69
Accrued SUTA		599.84
401K Pension Plan		18,467.60
Sales Tax Payable		44,758.98
Accrued Federal Income Taxes		9,500.61
Accrued State Income Taxes		2,937.00
Accrued Interest		1,833.33
A/P - Orlando Warehouse		1,264.55
A/P - Miami Warehouse		3,233.83
TOTAL CURRENT LIABILITIES		$1,808,390.58
LONG TERM LIABILITIES		
Long Term Notes Payable	$75,000.00	
Mortgages Payable	116,010.12	
TOTAL LONG TERM LIABILITIES		$191,010.12
STOCKHOLDER EQUITY		
Owners Equity	$50,000.00	
Retained Earnings	940,946.03	
Current Period Profit (Loss)	194,260.94	
TOTAL STOCKHOLDER EQUITY		$1,185,206.97
TOTAL LIABILITIES & STOCKHOLDER EQUITY		$3,184,607.67

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Balance Sheet Report (Budget Comparison)

Infinity POWER Sample Company, Inc. — Page 1
Balance Sheet — (4) 04/28/2006
04/28/2006

	Actual	Budget	Variance	Var %
ASSETS				
CURRENT ASSETS				
Cash - Savings	$168,426.87	$210,451.76	($42,024.89)	24.95
Petty Cash	225.00	225.00	0.00	0.00
Cash in Bank - General	26,566.21	48,180.19	(21,613.98)	81.36
Cash in Bank - Payroll	24,292.85	0.00	24,292.85	100.00
Notes Receivable	500.00	500.00	0.00	0.00
Accounts Receivable - Customer	1,646,888.30	1,240,042.36	406,845.94	24.70
Accounts Receivable - Other	51,907.80	31,907.80	20,000.00	38.53
A/R - Tampa Main Office	17,525.00	14,125.00	3,400.00	19.40
A/R - Orlando Warehouse	5,065.81	1,115.81	3,950.00	77.97
A/R - Miami Warehouse	24,404.26	17,646.15	6,758.11	27.69
Inventory - Tampa Main Office	325,996.10	(47,731.76)	373,727.86	114.64
Accrued Inventory - Receipts	(81,782.04)	(26,782.04)	(55,000.00)	67.25
Accrued Inventory - COS	2,402.71	2,402.71	0.00	0.00
Work In Process	457,114.50	455,642.67	1,471.83	0.32
Intercompany	0.00	(15,553.27)	15,553.27	0.00
Prepaid Insurance	800.00	800.00	0.00	0.00
PREPAID EXPENSES	0.00	250.00	(250.00)	0.00
TOTAL CURRENT ASSETS	$2,670,333.37	$1,933,222.38	$737,110.99	27.60
FIXED ASSETS				
Land	$53,000.00	$53,000.00	$0.00	0.00
Buildings	224,813.00	224,813.00	0.00	0.00
Buildings - Accum Deprec.	(23,594.05)	(19,847.17)	(3,746.88)	15.88
Equipment	212,292.10	137,292.10	75,000.00	35.33
Equipment - Accum Deprec.	(19,737.12)	(2,698.16)	(17,038.96)	86.33
Furniture	27,635.35	27,635.35	0.00	0.00
Furniture - Accum Deprec.	(11,750.82)	(9,908.50)	(1,842.32)	15.68
Automobiles and Trucks	32,675.42	32,675.42	0.00	0.00
Autos & Trucks - Accum Deprec.	(21,059.58)	(16,702.86)	(4,356.72)	20.69
TOTAL FIXED ASSETS	$474,274.30	$426,259.18	$48,015.12	10.12
OTHER ASSETS				
Treasury Stock	$25,000.00	$0.00	$25,000.00	100.00
Stocks Purchased	10,000.00	0.00	10,000.00	100.00
Bonds	5,000.00	0.00	5,000.00	100.00
TOTAL OTHER ASSETS	$40,000.00	$0.00	$40,000.00	100.00
TOTAL ASSETS	$3,184,607.67	$2,359,481.56	$825,126.11	25.91

Infinity POWER Sample Company, Inc.
Balance Sheet
04/28/2006

Page 2
(4) 04/28/2006

	Actual	Budget	Variance	Var %
LIABILITIES & STOCKHOLDER EQUITY				
CURRENT LIABILITIES				
Notes Payable, Current Portion	$835,328.07	$837,660.07	($2,332.00)	0.28
Accounts Payable	624,228.04	137,989.36	486,238.68	77.89
Retainage Payable	(360.00)	0.00	(360.00)	100.00
Deposits Received	135,502.86	135,502.86	0.00	0.00
FICA Tax Withheld	67,315.28	49,093.70	18,221.58	27.07
Federal Income Taxes Withheld	35,256.95	28,489.88	6,767.07	19.19
Accrued Insurance	27,027.95	20,621.55	6,406.40	23.70
Accrued FUTA	1,495.69	1,030.41	465.28	31.11
Accrued SUTA	599.84	(1,246.42)	1,846.26	307.79
401K Pension Plan	18,467.60	12,686.43	5,781.17	31.30
Sales Tax Payable	44,758.98	22,085.89	22,673.09	50.66
Accrued Federal Income Taxes	9,500.61	9,500.61	0.00	0.00
Accrued State Income Taxes	2,937.00	1,506.00	1,431.00	48.72
Accrued Interest	1,833.33	(12,833.31)	14,666.64	800.00
A/P - Orlando Warehouse	1,264.55	1,264.55	0.00	0.00
A/P - Miami Warehouse	3,233.83	3,233.83	0.00	0.00
TOTAL CURRENT LIABILITIES	$1,808,390.58	$1,246,585.41	$561,805.17	31.07
LONG TERM LIABILITIES				
Long Term Notes Payable	$75,000.00	$0.00	$75,000.00	100.00
Mortgages Payable	116,010.12	121,950.12	(5,940.00)	5.12
TOTAL LONG TERM LIABILITIES	$191,010.12	$121,950.12	$69,060.00	36.16
STOCKHOLDER EQUITY				
Owners Equity	$50,000.00	$50,000.00	$0.00	0.00
Retained Earnings	940,946.03	940,946.03	0.00	0.00
Current Period Profit (Loss)	194,260.94	501,662.68	(307,401.74)	158.24
TOTAL STOCKHOLDER EQUITY	$1,185,206.97	$1,492,608.71	($307,401.74)	25.94
TOTAL LIABILITIES & STOCKHOLDER EQUITY	$3,184,607.67	$2,861,144.24	$323,463.43	10.16

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Balance Sheet Report (Comparative Year)

Infinity POWER Sample Company, Inc.
Balance Sheet
04/28/2006

Page 1
(4) 04/28/2006

	Current Year	Prior Year
ASSETS		
CURRENT ASSETS		
Cash - Savings	$168,426.87	$210,451.76
Petty Cash	225.00	225.00
Cash in Bank - General	26,566.21	48,180.19
Cash in Bank - Payroll	24,292.85	0.00
Notes Receivable	500.00	500.00
Accounts Receivable - Customer	1,646,888.30	1,240,042.36
Accounts Receivable - Other	51,907.80	31,907.80
A/R - Tampa Main Office	17,525.00	14,125.00
A/R - Orlando Warehouse	5,065.81	1,115.81
A/R - Miami Warehouse	24,404.26	17,646.15
Inventory - Tampa Main Office	325,996.10	(47,731.76)
Accrued Inventory - Receipts	(81,782.04)	(26,782.04)
Accrued Inventory - COS	2,402.71	2,402.71
Work In Process	457,114.50	455,642.67
Intercompany	0.00	(15,553.27)
Prepaid Insurance	800.00	800.00
PREPAID EXPENSES	0.00	250.00
TOTAL CURRENT ASSETS	$2,670,333.37	$1,933,222.38
FIXED ASSETS		
Land	$53,000.00	$53,000.00
Buildings	224,813.00	224,813.00
Buildings - Accum Deprec.	(23,594.05)	(19,847.17)
Equipment	212,292.10	137,292.10
Equipment - Accum Deprec.	(19,737.12)	(2,698.16)
Furniture	27,635.35	27,635.35
Furniture - Accum Deprec.	(11,750.82)	(9,908.50)
Automobiles and Trucks	32,675.42	32,675.42
Autos & Trucks - Accum Deprec.	(21,059.58)	(16,702.86)
TOTAL FIXED ASSETS	$474,274.30	$426,259.18
OTHER ASSETS		
Treasury Stock	$25,000.00	$0.00
Stocks Purchased	10,000.00	0.00
Bonds	5,000.00	0.00
TOTAL OTHER ASSETS	$40,000.00	$0.00
TOTAL ASSETS	$3,184,607.67	$2,359,481.56

Infinity POWER Sample Company, Inc.
Balance Sheet
04/28/2006

Page 2
(4) 04/28/2006

	Current Year	Prior Year
LIABILITIES & STOCKHOLDER EQUITY		
CURRENT LIABILITIES		
Notes Payable, Current Portion	$835,328.07	$837,660.07
Accounts Payable	624,228.04	137,989.36
Retainage Payable	(360.00)	0.00
Deposits Received	135,502.86	135,502.86
FICA Tax Withheld	67,315.28	49,093.70
Federal Income Taxes Withheld	35,256.95	28,489.88
Accrued Insurance	27,027.95	20,621.55
Accrued FUTA	1,495.69	1,030.41
Accrued SUTA	599.84	(1,246.42)
401K Pension Plan	18,467.60	12,686.43
Sales Tax Payable	44,758.98	22,085.89
Accrued Federal Income Taxes	9,500.61	9,500.61
Accrued State Income Taxes	2,937.00	1,506.00
Accrued Interest	1,833.33	(12,833.31)
A/P - Orlando Warehouse	1,264.55	1,264.55
A/P - Miami Warehouse	3,233.83	3,233.83
TOTAL CURRENT LIABILITIES	$1,808,390.58	$1,246,585.41
LONG TERM LIABILITIES		
Long Term Notes Payable	$75,000.00	$0.00
Mortgages Payable	116,010.12	121,950.12
TOTAL LONG TERM LIABILITIES	$191,010.12	$121,950.12
STOCKHOLDER EQUITY		
Owners Equity	$50,000.00	$50,000.00
Retained Earnings	940,946.03	796,538.12
Current Period Profit (Loss)	194,260.94	144,407.91
TOTAL STOCKHOLDER EQUITY	$1,185,206.97	$990,946.03
TOTAL LIABILITIES & STOCKHOLDER EQUITY	$3,184,607.67	$2,359,481.56

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Balance Sheet Report (Comp. Month/Year)

Infinity POWER Sample Company, Inc. — Page 1
Balance Sheet — (4) 04/28/2006
04/28/2006

	Current Month Actual	Last Month Actual	Last Year This Month
	ASSETS		
CURRENT ASSETS			
Cash In Bank - General	$195,218.08	$276,727.26	$258,856.95
Cash in Bank - Payroll	24,292.85	26,000.00	0.00
Notes Receivable	500.00	500.00	500.00
Accounts Receivable	1,698,796.10	1,612,867.96	1,271,950.16
A/R - Tampa Main Office	17,525.00	17,525.00	14,125.00
A/R - Orlando Warehouse	5,065.81	5,065.81	1,115.81
A/R - Miami Warehouse	24,404.26	25,054.26	17,646.15
Inventory - Tampa Main Office	325,996.10	2,091.95	(47,731.76)
Accrued Inventory - Receipts	(81,782.04)	(81,782.04)	(26,782.04)
Accrued Inventory - COS	2,402.71	2,402.71	2,402.71
Work In Process	457,114.50	454,784.58	455,642.67
Intercompany	0.00	0.00	(15,553.27)
Prepaid Expenses	800.00	800.00	1,050.00
TOTAL CURRENT ASSETS	$2,670,333.37	$2,342,037.49	$1,933,222.38
FIXED ASSETS			
Land	$53,000.00	$53,000.00	$53,000.00
Buildings	224,813.00	224,813.00	224,813.00
Buildings - Accum Deprec.	(23,594.05)	(23,125.69)	(19,847.17)
Equipment	212,292.10	212,292.10	137,292.10
Equipment - Accum Deprec.	(19,737.12)	(17,607.25)	(2,698.16)
Furniture	27,635.35	27,635.35	27,635.35
Furniture - Accum Deprec.	(11,750.82)	(11,520.53)	(9,908.50)
Automobiles and Trucks	32,675.42	32,675.42	32,675.42
Autos & Trucks - Accum Deprec.	(21,059.58)	(20,514.99)	(16,702.86)
TOTAL FIXED ASSETS	$474,274.30	$477,647.41	$426,259.18
OTHER ASSETS			
Treasury Stock	$25,000.00	$25,000.00	$0.00
Stocks Purchased	10,000.00	10,000.00	0.00
Bonds	5,000.00	5,000.00	0.00
TOTAL OTHER ASSETS	$40,000.00	$40,000.00	$0.00
TOTAL ASSETS	$3,184,607.67	$2,859,684.90	$2,359,481.56

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Infinity POWER Sample Company, Inc. — Page 2
Balance Sheet — (4) 04/28/2006
04/28/2006

	Current Month Actual	Last Month Actual	Last Year This Month
LIABILITIES & STOCKHOLDER EQUITY			
CURRENT LIABILITIES			
Notes Payable, Current Portion	$835,328.07	$835,911.07	$837,660.07
Accounts Payable	624,228.04	297,055.21	137,989.36
Retainage Payable	(360.00)	(360.00)	0.00
Deposits Received	135,502.86	135,502.86	135,502.86
FICA Tax Withheld	67,315.28	64,395.34	49,093.70
Federal Income Taxes Withheld	35,256.95	34,147.35	28,489.88
Accrued Insurance	27,027.95	26,079.96	20,621.55
Accrued FUTA	1,495.69	1,343.43	1,030.41
Accrued SUTA	599.84	26.96	(1,246.42)
401K Pension Plan	18,467.60	17,540.35	12,686.43
Sales Tax Payable	44,758.98	41,478.10	22,085.89
Accrued Federal Income Taxes	9,500.61	9,500.61	9,500.61
Accrued State Income Taxes	2,937.00	2,686.00	1,506.00
Accrued Interest	1,833.33	0.00	(12,833.31)
A/P - Orlando Warehouse	1,264.55	1,264.55	1,264.55
A/P - Miami Warehouse	3,233.83	3,233.83	3,233.83
TOTAL CURRENT LIABILITIES	$1,808,390.58	$1,469,805.62	$1,246,585.41
LONG TERM LIABILITIES			
Long Term Notes Payable	$75,000.00	$75,000.00	$0.00
Mortgages Payable	116,010.12	117,495.12	121,950.12
TOTAL LONG TERM LIABILITIES	$191,010.12	$192,495.12	$121,950.12
STOCKHOLDER EQUITY			
Owners Equity	$50,000.00	$50,000.00	$50,000.00
Retained Earnings	940,946.03	940,946.03	796,538.12
Current Period Profit (Loss)	194,260.94	206,438.13	144,407.91
TOTAL STOCKHOLDER EQUITY	$1,185,206.97	$1,197,384.16	$990,946.03
TOTAL LIABILITIES & STOCKHOLDER EQUITY	$3,184,607.67	$2,859,684.90	$2,359,481.56

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Balance Sheet Report (6 Month Trend)

Infinity POWER Sample Company, Inc. — Page 1
Balance Sheet — (4) 04/28/2006
04/28/2006

	11/2005	12/2005	01/2006	02/2006	03/2006	04/2006
		ASSETS				
CURRENT ASSETS						
Cash - Savings	210,451.76	210,451.76	183,451.76	168,024.93	168,024.93	168,426.87
Petty Cash	225.00	225.00	225.00	225.00	225.00	225.00
Cash in Bank - General	48,180.19	48,180.19	91,420.16	124,315.58	108,477.33	26,566.21
Cash in Bank - Payroll	0.00	0.00	0.00	13,000.00	26,000.00	24,292.85
Notes Receivable	500.00	500.00	500.00	500.00	500.00	500.00
Accounts Receivable - Customer	1,240,042.36	1,240,042.36	1,389,306.34	1,444,145.09	1,560,960.16	1,646,888.30
Accounts Receivable - Other	31,907.80	31,907.80	31,907.80	51,907.80	51,907.80	51,907.80
A/R - Tampa Main Office	14,125.00	14,125.00	14,125.00	17,525.00	17,525.00	17,525.00
A/R - Orlando Warehouse	1,115.81	1,115.81	1,115.81	5,065.81	5,065.81	5,065.81
A/R - Miami Warehouse	17,646.15	17,646.15	17,646.15	17,646.15	25,054.26	24,404.26
Inventory - Tampa Main Office	(47,731.76)	(47,731.76)	(32,012.13)	7,714.01	2,091.95	325,996.10
Accrued Inventory - Receipts	(26,782.04)	(26,782.04)	(81,782.04)	(81,782.04)	(81,782.04)	(81,782.04)
Accrued Inventory - COS	2,402.71	2,402.71	2,402.71	2,402.71	2,402.71	2,402.71
Work In Process	455,642.67	455,642.67	450,432.13	452,182.13	454,784.58	457,114.50
Intercompany	(15,553.27)	(15,553.27)	0.00	0.00	0.00	0.00
Prepaid Insurance	800.00	800.00	800.00	800.00	800.00	800.00
PREPAID EXPENSES	250.00	250.00	0.00	0.00	0.00	0.00
TOTAL CURRENT ASSETS	1,933,222.38	1,933,222.38	2,069,538.69	2,223,672.17	2,342,037.49	2,670,333.37
FIXED ASSETS						
Land	53,000.00	53,000.00	53,000.00	53,000.00	53,000.00	53,000.00
Buildings	224,813.00	224,813.00	224,813.00	224,813.00	224,813.00	224,813.00
Buildings - Accum Deprec.	(19,847.17)	(19,847.17)	(20,783.89)	(21,720.61)	(23,125.69)	(23,594.05)
Equipment	137,292.10	137,292.10	137,292.10	212,292.10	212,292.10	212,292.10
Equipment - Accum Deprec.	(2,698.16)	(2,698.16)	(6,957.90)	(11,217.64)	(17,607.25)	(19,737.12)
Furniture	27,635.35	27,635.35	27,635.35	27,635.35	27,635.35	27,635.35
Furniture - Accum Deprec.	(9,908.50)	(9,908.50)	(10,369.08)	(10,829.66)	(11,520.53)	(11,750.82)
Automobiles and Trucks	32,675.42	32,675.42	32,675.42	32,675.42	32,675.42	32,675.42
Autos & Trucks - Accum Deprec.	(16,702.86)	(16,702.86)	(17,792.04)	(18,881.22)	(20,514.99)	(21,059.58)
TOTAL FIXED ASSETS	426,259.18	426,259.18	419,512.96	487,766.74	477,647.41	474,274.30
OTHER ASSETS						
Treasury Stock	0.00	0.00	25,000.00	25,000.00	25,000.00	25,000.00
Stocks Purchased	0.00	0.00	10,000.00	10,000.00	10,000.00	10,000.00
Bonds	0.00	0.00	5,000.00	5,000.00	5,000.00	5,000.00
TOTAL OTHER ASSETS	0.00	0.00	40,000.00	40,000.00	40,000.00	40,000.00
TOTAL ASSETS	2,359,481.56	2,359,481.56	2,529,051.65	2,751,438.91	2,859,684.90	3,184,607.67

Infinity POWER Sample Company, Inc. — Page 2
Balance Sheet — (4) 04/28/2006
04/28/2006

	11/2005	12/2005	01/2006	02/2006	03/2006	04/2006
LIABILITIES & STOCKHOLDER EQUITY						
CURRENT LIABILITIES						
Notes Payable, Current Portion	837,660.07	837,660.07	837,077.07	836,494.07	835,911.07	835,328.07
Accounts Payable	137,989.36	137,989.36	165,263.77	257,228.01	297,055.21	624,228.04
Retainage Payable	0.00	0.00	(60.00)	(360.00)	(360.00)	(360.00)
Deposits Received	135,502.86	135,502.86	135,502.86	135,502.86	135,502.86	135,502.86
FICA Tax Withheld	49,093.70	49,093.70	53,713.40	59,339.54	64,395.34	67,315.28
Federal Income Taxes Withheld	28,489.88	28,489.88	30,544.58	32,633.86	34,147.35	35,256.95
Accrued Insurance	20,621.55	20,621.55	22,492.53	24,388.51	26,079.96	27,027.95
Accrued FUTA	1,030.41	1,030.41	1,171.20	1,267.27	1,343.43	1,495.69
Accrued SUTA	(1,246.42)	(1,246.42)	(554.29)	(230.08)	26.96	599.84
401K Pension Plan	12,686.43	12,686.43	14,060.93	15,817.63	17,540.35	18,467.60
Sales Tax Payable	22,085.89	22,085.89	30,308.28	35,788.72	41,478.10	44,758.98
Accrued Federal Income Taxes	9,500.61	9,500.61	9,500.61	9,500.61	9,500.61	9,500.61
Accrued State Income Taxes	1,506.00	1,506.00	1,757.00	2,184.00	2,686.00	2,937.00
Accrued Interest	(12,833.31)	(12,833.31)	(9,166.65)	(5,499.99)	0.00	1,833.33
A/P - Orlando Warehouse	1,264.55	1,264.55	1,264.55	1,264.55	1,264.55	1,264.55
A/P - Miami Warehouse	3,233.83	3,233.83	3,233.83	3,233.83	3,233.83	3,233.83
TOTAL CURRENT LIABILITIES	1,246,585.41	1,246,585.41	1,296,109.67	1,408,553.39	1,469,805.62	1,808,390.58
LONG TERM LIABILITIES						
Long Term Notes Payable	0.00	0.00	0.00	75,000.00	75,000.00	75,000.00
Mortgages Payable	121,950.12	121,950.12	120,465.12	118,980.12	117,495.12	116,010.12
TOTAL LONG TERM LIABILITIES	121,950.12	121,950.12	120,465.12	193,980.12	192,495.12	191,010.12
STOCKHOLDER EQUITY						
Owners Equity	50,000.00	50,000.00	50,000.00	50,000.00	50,000.00	50,000.00
Retained Earnings	796,538.12	796,538.12	940,946.03	940,946.03	940,946.03	940,946.03
Current Period Profit (Loss)	144,407.91	144,407.91	121,530.83	157,959.37	206,438.13	194,260.94
TOTAL STOCKHOLDER EQUITY	990,946.03	990,946.03	1,112,476.86	1,148,905.40	1,197,384.16	1,185,206.97
TOTAL LIABILITIES & STOCKHOLDER EQUITY	2,359,481.56	2,359,481.56	2,529,051.65	2,751,438.91	2,859,684.90	3,184,607.67

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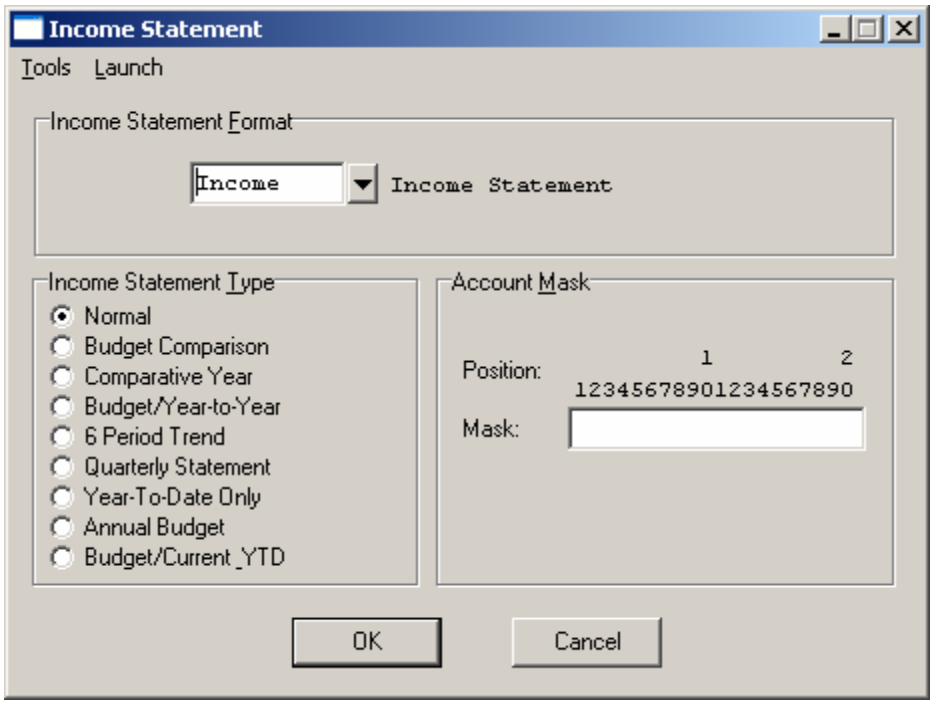
INCOME STATEMENT (GL0203)

This option prints an Income Statement in the format specified by you in the ***"Set up Financial Statements"*** option. This report can display either current, comparative year, or budget comparison figures. The Income Statement is one of the key financial reports utilized by a business. It is designed to reflect the financial performance of a company during a specific period in time. Once all information is posted to the General Ledger, the data is immediately available for printing financial reports such as the Income Statement.

When this option is selected, a window will be displayed prompting you to enter the **Financial Statement Format** you would like to use when printing this report. Since the system provides the ability to setup various choices, <click> the **Down Arrow *(F2 by default)*** and a search screen will display all of the formats currently available. <Click> on the Income Statement format you wish to print and then <click> on **"OK."**



<Click> on one of the eight **(8)** reporting methods available for this report.

- **Normal**
- **Budget Comparison**
- **Comparative Year**
- **Budget/Year-to-Year**
- **6 Period Trend**
- **Quarterly Statement**
- **Year-to-Date Only**
- **Annual Budget**
- **Budget/Current _YTD**

The **"Normal"** report will provide you with the standard format Income Statement showing both current period and Year-to-Date information. The exact way the report is presented and printed is controlled entirely by the user when setting up Financial Statement Maintenance. If no changes are made, the default format will be utilized. This would normally display **Gross Sales/Revenue** less **Expenses**. Again, the system allows you complete flexibility in the way you may design the output of this report. If the default format does not meet your needs, simply change the format to your own specifications.

In addition, if you are processing multiple companies with this module, you have the flexibility to create different formats for each company you are working with. You may instead, choose to copy a format when creating the new companies from scratch and modify each company's format to individual specifications.

The **"Budget Comparison"** report will print an Income Statement that will include any budgeted numbers you may have set up in the ***"Set Up Accounts"*** option when setting up your Chart of Accounts or the option to setup or enter **"change budgets."** The report will compare the budgeted numbers against the actual and print any variance between the two numbers. Any over budget amounts will appear as a positive number. Any under budget amounts will appear as a negative number.

The **"Comparative Year"** report will print an Income Statement with two groups of information. The left side will reflect the current year's information as of the system date. This information would be identical to printing the normal Income Statement.

If you are just setting up the system, you have the ability to input a prior year's information to use as a comparison against the current year's data. The right side will reflect the prior year's information you have either set up in the ***"Set Up Accounts"*** option or the actual prior year's information.

The **"Budget/Year-to-Year"** report will print an Income Statement with twelve columns of information. The left side of the report will contain Current Period information. In the center of the report will be the descriptions. The right side of the report will contain Year-to-Date information. Both Current Period and Year-to-Date column will show actual and budget amounts with percentages for the current and prior year. Because the report contains so much information, the decimal places and dollar signs have been removed.

The **"6 Period Trend"** report will print an Income Statement that will compare the current month's Income Statement with the previous five **(5)** month's Income Statements. It will do this even if the previous months occurred in a prior year.

The **"Quarterly Statement"** report provides quarter to date and year to date figures, useful for estimating tax liability. However, if you are using **13 Period** processing, this report will not print. The **"Year-to-Date Only"** report provides year to date only statements, beneficial for preparing the IRS statement at year-end without showing all of the last month's adjustments and depreciation entries.

The **"Annual Budget"** report provides the current period actual, the Year-to-Date actual, the annual budget, the portion of the remaining budget that is left for the year, and their respective percentages. This is an ideal report for telling management where they stand relative to the point in time within a fiscal year. Although only half way through the year, you may find that you've used up the entire year's budget. This is information vital to managing any firm.

You may select an **"account mask"** which will provide an Income Statement for specific or combined profit centers. If the accounts for each profit center share specific digits in the account number ***(e.g., the last 2 digits of each account number represent the profit center),*** then the report may include those accounts only. Once these options have been specified, <Click> on **"OK"** and the Output Options screen will appear for any changes, <click> **"OK"** to continue and your report will begin to print.

The Budget/Current_YTD report provides the budget for the current Year-to-Date.

Income Statement Report (Normal)

Infinity POWER Sample Company, Inc.
Statement of Income
04/28/2006

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(4) 04/28/2006

	Current Period	%	Year-to-Date	%
INCOME				
Revenue	$50,902.88	60.95	$443,483.57	69.05
Revenue Concrete - Commercial	5,000.00	5.99	79,100.00	12.32
Revenue Concrete - Residential	5,010.00	6.00	12,990.75	2.02
Revenue Electrical-Residential	4,255.00	5.09	5,206.32	0.81
Revenue Framing - Commercial	8,000.00	9.58	39,600.00	6.17
Revenue Framing - Residential	1,453.76	1.74	9,733.76	1.52
Revenue Roofing - Residential	8,453.50	10.12	53,760.04	8.37
Sales Returns and Allowances	(25.93)	0.03	(2,256.85)	0.35
Cash Discounts Earned	464.11	0.56	679.66	0.11
TOTAL INCOME	$83,513.32	100.00	$642,297.25	100.00
COST OF GOODS SOLD				
Cost of Sales	$13,173.37	15.77	$110,075.50	17.14
Concrete COS - Commercial	3,600.00	4.31	22,550.00	3.51
Concrete COS - Residential	2,730.00	3.27	7,413.15	1.15
Electrical COS - Residential	5,920.00	7.09	6,360.21	0.99
Framing COS - Commercial	1,200.00	1.44	14,160.54	2.20
Framing COS - Residential	901.50	1.08	2,951.50	0.46
Roofing COS - Commercial	0.00	0.00	3,000.00	0.47
Roofing COS - Residential	3,777.25	4.52	14,029.58	2.18
Commissions - Expense	2,500.00	2.99	12,000.00	1.87
TOTAL COST OF GOODS SOLD	$33,802.12	40.48	$192,540.48	29.98
GROSS PROFIT	$49,711.20	59.52	$449,756.77	70.02
OPERATING EXPENSES				
Salaries - Commercial	$3,053.39	3.66	$8,810.74	1.37
Salaries - Residential	1,660.23	1.99	11,732.52	1.83
Wages and Salaries - Sales	2,000.10	2.39	14,000.58	2.18
Wages and Salaries - Mgmt	4,489.25	5.38	26,935.50	4.19
Wages and Salaries - General	10,700.00	12.81	64,663.00	10.07
OH Expense Allocation	(1,893.22)	2.27	(9,644.53)	1.50
Taxes - Sales Dept	208.24	0.25	1,457.68	0.23
Taxes - Management	491.19	0.59	2,249.42	0.35
Taxes - General Labor	1,193.79	1.43	5,937.43	0.92
Advertising Expense	360.00	0.43	1,710.00	0.27
Automobile Expense	1,066.25	1.28	1,811.80	0.28
Insurance	2,187.36	2.62	8,724.44	1.36
Insurance - Worker's Comp.	500.00	0.60	1,600.00	0.25
Office Cleaning Expense	250.00	0.30	1,502.45	0.23

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Infinity POWER Sample Company, Inc.
Statement of Income
04/28/2006

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	Current Period	%	Year-to-Date	%
Postage Expense	$665.66	0.80	$1,815.66	0.28
Professional Services	3,000.00	3.59	8,925.00	1.39
Rental Expense	500.00	0.60	1,665.00	0.26
Repairs to Building	12,547.00	15.02	12,958.55	2.02
Repairs to Equipment	500.00	0.60	1,350.45	0.21
Supplies - Office	360.00	0.43	620.74	0.10
Supplies - Warehouse	250.00	0.30	1,225.00	0.19
Telephone Expense	782.58	0.94	5,582.58	0.87
Temporary Labor	1,575.40	1.89	1,575.40	0.25
Tools Expense	500.00	0.60	870.00	0.14
Travel & Entertainment	2,850.40	3.41	3,401.38	0.53
Utilities Expense	4,335.95	5.19	10,567.30	1.65
Deprec - Buildings	468.36	0.56	3,746.88	0.58
Deprec - Equipment	2,129.87	2.55	17,038.96	2.65
Deprec - Furniture	230.29	0.28	1,842.32	0.29
Deprec - Autos & Trucks	544.59	0.65	4,356.72	0.68
Interest Expense	2,196.60	2.63	16,119.72	2.51
FICA Taxes	1,459.97	1.75	9,110.79	1.42
Unemployment Taxes	725.14	0.87	4,811.54	0.75
Miscellaneous Taxes	0.00	0.00	6,420.81	1.00
TOTAL OPERATING EXPENSES	$61,888.39	74.11	$255,495.83	39.78
NET INCOME (LOSS) FROM OPERATIONS	($12,177.19)	14.58	$194,260.94	30.24
NET INCOME AFTER TAX	($12,177.19)	14.58	$194,260.94	30.24

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Income Statement Report (Budget Comparison)

Infinity POWER Sample Company, Inc.
Statement of Income
04/28/2006

Page 1
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	Current Actual	Current Budget	Variance	YTD Actual	YTD Budget	Variance
INCOME						
Revenue	$50,902.88	$147,804.59	($96,901.71)	$443,483.57	$591,218.36	($147,734.79)
Revenue Concrete - Commercial	5,000.00	24,860.00	(19,860.00)	79,100.00	99,440.00	(20,340.00)
Revenue Concrete - Residential	5,010.00	2,640.00	2,370.00	12,990.75	10,560.00	2,430.75
Revenue Electrical-Residential	4,255.00	0.00	4,255.00	5,206.32	0.00	5,206.32
Revenue Framing - Commercial	8,000.00	23,870.00	(15,870.00)	39,600.00	95,480.00	(55,880.00)
Revenue Framing - Residential	1,453.76	0.00	1,453.76	9,733.76	0.00	9,733.76
Revenue Roofing - Residential	8,453.50	34,217.19	(25,763.69)	53,760.04	136,868.76	(83,108.72)
Sales Returns and Allowances	(25.93)	(2,132.59)	2,106.66	(2,256.85)	(8,530.36)	6,273.51
Cash Discounts Earned	464.11	68.01	396.10	679.66	272.04	407.62
TOTAL INCOME	$83,513.32	$231,327.20	($147,813.88)	$642,297.25	$925,308.80	($283,011.55)
COST OF GOODS SOLD						
Cost of Sales	$13,173.37	$27,444.42	($14,271.05)	$110,075.50	$109,777.68	$297.82
Concrete COS - Commercial	3,600.00	4,945.00	(1,345.00)	22,550.00	19,780.00	2,770.00
Concrete COS - Residential	2,730.00	1,725.00	1,005.00	7,413.15	6,900.00	513.15
Electrical COS - Residential	5,920.00	0.00	5,920.00	6,360.21	0.00	6,360.21
Framing COS - Commercial	1,200.00	644.62	555.38	14,160.54	2,578.48	11,582.06
Framing COS - Residential	901.50	57.50	844.00	2,951.50	230.00	2,721.50
Roofing COS - Commercial	0.00	3,450.00	(3,450.00)	3,000.00	13,800.00	(10,800.00)
Roofing COS - Residential	3,777.25	0.00	3,777.25	14,029.58	0.00	14,029.58
Commissions - Expense	2,500.00	6,900.00	(4,400.00)	12,000.00	27,600.00	(15,600.00)
TOTAL COST OF GOODS SOLD	$33,802.12	$45,166.54	($11,364.42)	$192,540.48	$180,666.16	$11,874.32

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	Current Actual	Current Budget	Variance	YTD Actual	YTD Budget	Variance
GROSS PROFIT	($49,711.20)	($186,160.66)	$136,449.46	($449,756.77)	($744,642.64)	$294,885.87
OPERATING EXPENSES						
Salaries - Commercial	$3,053.39	$4,075.36	($1,021.97)	$8,810.74	$16,301.44	($7,490.70)
Salaries - Residential	1,660.23	3,946.17	(2,285.94)	11,732.52	15,784.68	(4,052.16)
Wages and Salaries - Sales	2,000.10	4,600.18	(2,600.08)	14,000.58	18,400.72	(4,400.14)
Wages and Salaries - Mgmt	4,489.25	10,325.28	(5,836.03)	26,935.50	41,301.12	(14,365.62)
Wages and Salaries - General	10,700.00	15,410.00	(4,710.00)	64,663.00	61,640.00	3,023.00
OH Expense Allocation	(1,893.22)	(2,175.14)	281.92	(9,644.53)	(8,700.56)	(943.97)
Taxes - Sales Dept	208.24	478.95	(270.71)	1,457.68	1,915.80	(458.12)
Taxes - Management	491.19	869.42	(378.23)	2,249.42	3,477.68	(1,228.26)
Taxes - General Labor	1,193.79	1,594.46	(400.67)	5,937.43	6,377.84	(440.41)
Advertising Expense	360.00	575.00	(215.00)	1,710.00	2,300.00	(590.00)
Automobile Expense	1,066.25	172.50	893.75	1,811.80	690.00	1,121.80
Insurance	2,187.36	3,435.46	(1,248.10)	8,724.44	13,741.84	(5,017.40)
Insurance - Worker's Comp.	500.00	575.00	(75.00)	1,600.00	2,300.00	(700.00)
Office Cleaning Expense	250.00	575.00	(325.00)	1,502.45	2,300.00	(797.55)
Postage Expense	665.66	345.00	320.66	1,815.66	1,380.00	435.66
Professional Services	3,000.00	1,725.00	1,275.00	8,925.00	6,900.00	2,025.00
Rental Expense	500.00	0.00	500.00	1,665.00	0.00	1,665.00
Repairs to Building	12,547.00	28.75	12,518.25	12,958.55	115.00	12,843.55
Repairs to Equipment	500.00	0.00	500.00	1,350.45	0.00	1,350.45
Supplies - Office	360.00	109.25	250.75	620.74	437.00	183.74

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	Current Actual	Current Budget	Variance	YTD Actual	YTD Budget	Variance
Supplies - Warehouse	$250.00	$258.75	($8.75)	$1,225.00	$1,035.00	$190.00
Telephone Expense	782.58	1,380.00	(597.42)	5,582.58	5,520.00	62.58
Temporary Labor	1,575.40	0.00	1,575.40	1,575.40	0.00	1,575.40
Tools Expense	500.00	57.50	442.50	870.00	230.00	640.00
Travel & Entertainment	2,850.40	172.50	2,677.90	3,401.38	690.00	2,711.38
Utilities Expense	4,335.95	1,495.63	2,840.32	10,567.30	5,982.52	4,584.78
Deprec - Buildings	468.36	538.61	(70.25)	3,746.88	2,154.44	1,592.44
Deprec - Equipment	2,129.87	2,449.35	(319.48)	17,038.96	9,797.40	7,241.56
Deprec - Furniture	230.29	264.83	(34.54)	1,842.32	1,059.32	783.00
Deprec - Autos & Trucks	544.59	626.28	(81.69)	4,356.72	2,505.12	1,851.60
Interest Expense	2,196.60	2,526.09	(329.49)	16,119.72	10,104.36	6,015.36
FICA Taxes	1,459.97	2,656.33	(1,196.36)	9,110.79	10,625.32	(1,514.53)
Unemployment Taxes	725.14	957.86	(232.72)	4,811.54	3,831.44	980.10
Miscellaneous Taxes	0.00	695.62	(695.62)	6,420.81	2,782.48	3,638.33
TOTAL OPERATING EXPENSES	$61,888.39	$60,744.99	$1,143.40	$255,495.83	$242,979.96	$12,515.87
NET INCOME (LOSS) FROM OPERATIONS	($12,177.19)	$125,415.67	($137,592.86)	$194,260.94	$501,662.68	($307,401.74)
NET INCOME AFTER TAX	($12,177.19)	$125,415.67	($137,592.86)	$194,260.94	$501,662.68	($307,401.74)

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Income Statement Report (Comparative Year)

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Current Period						Year to Date				
This Year	%	Last Year	%	Variance		This Year	%	Last Year	%	Variance
					INCOME					
50,903	60.95	91,217	41.15	(40,314)	Revenue	443,484	69.05	382,047	60.14	61,437
5,000	5.99	0	0.00	5,000	Revenue Concrete - C	79,100	12.32	58,500	9.21	20,600
5,010	6.00	37,500	16.92	(32,490)	Revenue Concrete - R	12,991	2.02	42,301	6.66	(29,310)
4,255	5.09	0	0.00	4,255	Revenue Electrical-R	5,206	0.81	2,100	0.33	3,106
8,000	9.58	0	0.00	8,000	Revenue Framing - Co	39,600	6.17	21,300	3.35	18,300
1,454	1.74	45,000	20.30	(43,546)	Revenue Framing - Re	9,734	1.52	50,751	7.99	(41,017)
8,454	10.12	50,000	22.55	(41,547)	Revenue Roofing - Re	53,760	8.37	82,200	12.94	(28,440)
(26)	0.03	(2,061)	0.93	2,035	Sales Returns and Al	(2,257)	0.35	(3,484)	0.55	1,227
464	0.56	28	0.01	437	Cash Discounts Earne	680	0.11	101	0.02	579
0	0.00	0	0.00	0	Cash Discounts Taken	0	0.00	(500)	0.08	500
83,513	100.00	221,684	100.00	(138,170)	TOTAL INCOME	642,297	100.00	635,315	100.00	6,982
					COST OF GOODS SOLD					
13,173	15.77	60,322	27.21	(47,149)	Cost of Sales	110,076	17.14	159,503	25.11	(49,428)
3,600	4.31	2,575	1.16	1,025	Concrete COS - Comme	22,550	3.51	9,901	1.56	12,649
2,730	3.27	12,500	5.64	(9,770)	Concrete COS - Resid	7,413	1.15	14,927	2.35	(7,514)
5,920	7.09	0	0.00	5,920	Electrical COS - Res	6,360	0.99	1,200	0.19	5,160
1,200	1.44	5,000	2.26	(3,800)	Framing COS - Commer	14,161	2.20	18,500	2.91	(4,340)
902	1.08	6,000	2.71	(5,099)	Framing COS - Reside	2,952	0.46	9,512	1.50	(6,561)
0	0.00	6,000	2.71	(6,000)	Roofing COS - Commer	3,000	0.47	6,000	0.94	(3,000)
3,777	4.52	10,000	4.51	(6,223)	Roofing COS - Reside	14,030	2.18	29,600	4.66	(15,570)
2,500	2.99	0	0.00	2,500	Commissions - Expens	12,000	1.87	0	0.00	12,000
33,802	40.48	102,397	46.19	(68,595)	TOTAL COST OF GOODS	192,540	29.98	249,144	39.22	(56,603)
(49,711)	59.52	(119,286)	53.81	69,575	GROSS PROFIT	(449,757)	70.02	(386,171)	60.78	(63,586)
					OPERATING EXPENSES					
0	0.00	2,214	1.00	(2,214)	Wages and Salaries	0	0.00	325	0.05	(325)
3,053	3.66	690	0.31	2,363	Salaries - Commercia	8,811	1.37	13,019	2.05	(4,209)
1,660	1.99	2,071	0.93	(411)	Salaries - Residenti	11,733	1.83	7,825	1.23	3,907
2,000	2.39	4,000	1.80	(2,000)	Wages and Salaries -	14,001	2.18	18,000	2.83	(3,999)
4,489	5.38	8,979	4.05	(4,489)	Wages and Salaries -	26,936	4.19	40,518	6.38	(13,583)
10,700	12.81	13,400	6.04	(2,700)	Wages and Salaries -	64,663	10.07	68,599	10.80	(3,936)
(1,893)	2.27	(2,411)	1.09	518	OH Expense Allocatio	(9,645)	1.50	(11,296)	1.78	1,651
208	0.25	416	0.19	(208)	Taxes - Sales Dept	1,458	0.23	1,734	0.27	(276)
491	0.59	825	0.37	(334)	Taxes - Management	2,249	0.35	3,260	0.51	(1,011)
1,194	1.43	1,169	0.53	24	Taxes - General Labo	5,937	0.92	6,301	0.99	(364)
360	0.43	0	0.00	360	Advertising Expense	1,710	0.27	600	0.09	1,110
1,066	1.28	267	0.12	799	Automobile Expense	1,812	0.28	2,540	0.40	(729)
2,187	2.62	987	0.45	1,200	Insurance	8,724	1.36	7,171	1.13	1,554
500	0.60	4,500	2.03	(4,000)	Insurance - Worker's	1,600	0.25	5,550	0.87	(3,950)
250	0.30	500	0.23	(250)	Office Cleaning Expe	1,502	0.23	1,400	0.22	102

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Current Period						Year to Date				
This Year	%	Last Year	%	Variance		This Year	%	Last Year	%	Variance
666	0.80	1,300	0.59	(634)	Postage Expense	1,816	0.28	2,465	0.39	(649)
3,000	3.59	1,772	0.80	1,228	Professional Service	8,925	1.39	6,736	1.06	2,189
500	0.60	0	0.00	500	Rental Expense	1,665	0.26	664	0.10	1,002
12,547	15.02	250	0.11	12,297	Repairs to Building	12,959	2.02	640	0.10	12,319
500	0.60	0	0.00	500	Repairs to Equipment	1,350	0.21	650	0.10	700
360	0.43	620	0.28	(260)	Supplies - Office	621	0.10	3,608	0.57	(2,987)
250	0.30	0	0.00	250	Supplies - Warehouse	1,225	0.19	500	0.08	725
783	0.94	668	0.30	115	Telephone Expense	5,583	0.87	3,403	0.54	2,179
1,575	1.89	0	0.00	1,575	Temporary Labor	1,575	0.25	0	0.00	1,575
500	0.60	0	0.00	500	Tools Expense	870	0.14	500	0.08	370
2,850	3.41	0	0.00	2,850	Travel & Entertainme	3,401	0.53	670	0.11	2,731
4,336	5.19	1,544	0.70	2,792	Utilities Expense	10,567	1.65	10,569	1.66	(2)
468	0.56	468	0.21	0	Deprec - Buildings	3,747	0.58	2,342	0.37	1,405
2,130	2.55	2,130	0.96	0	Deprec - Equipment	17,039	2.65	10,649	1.68	6,390
230	0.28	230	0.10	0	Deprec - Furniture	1,842	0.29	1,151	0.18	691
545	0.65	545	0.25	0	Deprec - Autos & Tru	4,357	0.68	2,723	0.43	1,634
2,197	2.63	2,197	0.99	0	Interest Expense	16,120	2.51	15,376	2.42	744
1,460	1.75	2,340	1.06	(880)	FICA Taxes	9,111	1.42	11,113	1.75	(2,002)
725	0.87	626	0.28	99	Unemployment Taxes	4,812	0.75	2,457	0.39	2,354
0	0.00	0	0.00	0	Miscellaneous Taxes	6,421	1.00	0	0.00	6,421
61,888	74.11	52,298	23.59	9,590	TOTAL OPERATING EXPE	255,496	39.78	241,763	38.05	13,733
(12,177)	14.58	66,988	30.22	(79,165)	NET INCOME (LOSS) FR	194,261	30.24	144,408	22.73	49,853
(12,177)	14.58	66,988	30.22	(79,165)	NET INCOME AFTER TAX	194,261	30.24	144,408	22.73	49,853

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Income Statement Report (Budget Year-to-Year)

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Current Period							Year to Date					
Actual	%	Budget	%	Last Year	%		Actual	%	Budget	%	Last Year	%
						INCOME						
50,903	61.0	147,805	63.9	91,217	41.1	Revenue	443,484	69.0	591,218	63.9	382,047	60.1
5,000	6.0	24,860	10.7	0	0.0	Revenue Concrete - C	79,100	12.3	99,440	10.7	58,500	9.2
5,010	6.0	2,640	1.1	37,500	16.9	Revenue Concrete - R	12,991	2.0	10,560	1.1	42,301	6.7
4,255	5.1	0	0.0	0	0.0	Revenue Electrical-R	5,206	0.8	0	0.0	2,100	0.3
8,000	9.6	23,870	10.3	0	0.0	Revenue Framing - Co	39,600	6.2	95,480	10.3	21,300	3.4
1,454	1.7	0	0.0	45,000	20.3	Revenue Framing - Re	9,734	1.5	0	0.0	50,751	8.0
8,454	10.1	34,217	14.8	50,000	22.6	Revenue Roofing - Re	53,760	8.4	136,869	14.8	82,200	12.9
(26)	0.0	(2,133)	0.9	(2,061)	0.9	Sales Returns and Al	(2,257)	0.4	(8,530)	0.9	(3,484)	0.5
464	0.6	68	0.0	28	0.0	Cash Discounts Earne	680	0.1	272	0.0	101	0.0
0	0.0	0	0.0	0	0.0	Cash Discounts Taken	0	0.0	0	0.0	(500)	0.1
83,513	100.0	231,327	100.0	221,684	100.0	TOTAL INCOME	642,297	100.0	925,309	100.0	635,315	100.0
						COST OF GOODS SOLD						
13,173	15.8	27,444	11.9	60,322	27.2	Cost of Sales	110,076	17.1	109,778	11.9	159,503	25.1
3,600	4.3	4,945	2.1	2,575	1.2	Concrete COS - Comme	22,550	3.5	19,780	2.1	9,901	1.6
2,730	3.3	1,725	0.7	12,500	5.6	Concrete COS - Resid	7,413	1.2	6,900	0.7	14,927	2.3
5,920	7.1	0	0.0	0	0.0	Electrical COS - Res	6,360	1.0	0	0.0	1,200	0.2
1,200	1.4	645	0.3	5,000	2.3	Framing COS - Commer	14,161	2.2	2,578	0.3	18,500	2.9
902	1.1	58	0.0	6,000	2.7	Framing COS - Reside	2,952	0.5	230	0.0	9,512	1.5
0	0.0	3,450	1.5	6,000	2.7	Roofing COS - Commer	3,000	0.5	13,800	1.5	6,000	0.9
3,777	4.5	0	0.0	10,000	4.5	Roofing COS - Reside	14,030	2.2	0	0.0	29,600	4.7
2,500	3.0	6,900	3.0	0	0.0	Commissions - Expens	12,000	1.9	27,600	3.0	0	0.0
33,802	40.5	45,167	19.5	102,397	46.2	TOTAL COST OF GOODS	192,540	30.0	180,666	19.5	249,144	39.2
(49,711)	59.5	(186,161)	80.5	(119,286)	53.8	GROSS PROFIT	(449,757)	70.0	(744,643)	80.5	(386,171)	60.8
						OPERATING EXPENSES						
0	0.0	0	0.0	2,214	1.0	Wages and Salaries	0	0.0	0	0.0	325	0.1
3,053	3.7	4,075	1.8	690	0.3	Salaries - Commercia	8,811	1.4	16,301	1.8	13,019	2.0
1,660	2.0	3,946	1.7	2,071	0.9	Salaries - Residenti	11,733	1.8	15,785	1.7	7,825	1.2
2,000	2.4	4,600	2.0	4,000	1.8	Wages and Salaries -	14,001	2.2	18,401	2.0	18,000	2.8
4,489	5.4	10,325	4.5	8,979	4.1	Wages and Salaries -	26,936	4.2	41,301	4.5	40,518	6.4
10,700	12.8	15,410	6.7	13,400	6.0	Wages and Salaries -	64,663	10.1	61,640	6.7	68,599	10.8
(1,893)	2.3	(2,175)	0.9	(2,411)	1.1	OH Expense Allocatio	(9,645)	1.5	(8,701)	0.9	(11,296)	1.8
208	0.2	479	0.2	416	0.2	Taxes - Sales Dept	1,458	0.2	1,916	0.2	1,734	0.3
491	0.6	869	0.4	825	0.4	Taxes - Management	2,249	0.4	3,478	0.4	3,260	0.5
1,194	1.4	1,594	0.7	1,169	0.5	Taxes - General Labo	5,937	0.9	6,378	0.7	6,301	1.0
360	0.4	575	0.2	0	0.0	Advertising Expense	1,710	0.3	2,300	0.2	600	0.1
1,066	1.3	173	0.1	267	0.1	Automobile Expense	1,812	0.3	690	0.1	2,540	0.4
2,187	2.6	3,435	1.5	987	0.4	Insurance	8,724	1.4	13,742	1.5	7,171	1.1
500	0.6	575	0.2	4,500	2.0	Insurance - Worker's	1,600	0.2	2,300	0.2	5,550	0.9
250	0.3	575	0.2	500	0.2	Office Cleaning Expe	1,502	0.2	2,300	0.2	1,400	0.2
666	0.8	345	0.1	1,300	0.6	Postage Expense	1,816	0.3	1,380	0.1	2,465	0.4
3,000	3.6	1,725	0.7	1,772	0.8	Professional Service	8,925	1.4	6,900	0.7	6,736	1.1
500	0.6	0	0.0	0	0.0	Rental Expense	1,665	0.3	0	0.0	664	0.1
12,547	15.0	29	0.0	250	0.1	Repairs to Building	12,959	2.0	115	0.0	640	0.1
500	0.6	0	0.0	0	0.0	Repairs to Equipment	1,350	0.2	0	0.0	650	0.1
360	0.4	109	0.0	620	0.3	Supplies - Office	621	0.1	437	0.0	3,608	0.6

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Current Period							Year to Date					
Actual	%	Budget	%	Last Year	%		Actual	%	Budget	%	Last Year	%
250	0.3	259	0.1	0	0.0	Supplies - Warehouse	1,225	0.2	1,035	0.1	500	0.1
783	0.9	1,380	0.6	668	0.3	Telephone Expense	5,583	0.9	5,520	0.6	3,403	0.5
1,575	1.9	0	0.0	0	0.0	Temporary Labor	1,575	0.2	0	0.0	0	0.0
500	0.6	58	0.0	0	0.0	Tools Expense	870	0.1	230	0.0	500	0.1
2,850	3.4	173	0.1	0	0.0	Travel & Entertainme	3,401	0.5	690	0.1	670	0.1
4,336	5.2	1,496	0.6	1,544	0.7	Utilities Expense	10,567	1.6	5,983	0.6	10,569	1.7
468	0.6	539	0.2	468	0.2	Deprec - Buildings	3,747	0.6	2,154	0.2	2,342	0.4
2,130	2.6	2,449	1.1	2,130	1.0	Deprec - Equipment	17,039	2.7	9,797	1.1	10,649	1.7
230	0.3	265	0.1	230	0.1	Deprec - Furniture	1,842	0.3	1,059	0.1	1,151	0.2
545	0.7	626	0.3	545	0.2	Deprec - Autos & Tru	4,357	0.7	2,505	0.3	2,723	0.4
2,197	2.6	2,526	1.1	2,197	1.0	Interest Expense	16,120	2.5	10,104	1.1	15,376	2.4
1,460	1.7	2,656	1.1	2,340	1.1	FICA Taxes	9,111	1.4	10,625	1.1	11,113	1.7
725	0.9	958	0.4	626	0.3	Unemployment Taxes	4,812	0.7	3,831	0.4	2,457	0.4
0	0.0	696	0.3	0	0.0	Miscellaneous Taxes	6,421	1.0	2,782	0.3	0	0.0
61,888	74.1	60,745	26.3	52,298	23.6	TOTAL OPERATING EXPE	255,496	39.8	242,980	26.3	241,763	38.1
(12,177)	14.6	125,416	54.2	66,988	30.2	NET INCOME (LOSS) FR	194,261	30.2	501,663	54.2	144,408	22.7
(12,177)	14.6	125,416	54.2	66,988	30.2	NET INCOME AFTER TAX	194,261	30.2	501,663	54.2	144,408	22.7

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Income Statement Report (6 Period Trend)

Infinity POWER Sample Company, Inc. — Page 1
Statement of Income — (4) 04/28/2006
04/28/2006

	11/2005	12/2005	01/2006	02/2006	03/2006	04/2006
INCOME						
Revenue	95,715.23	100,457.35	166,280.31	91,654.41	134,645.97	50,902.88
Revenue Concrete - Commercial	50,000.00	0.00	22,600.00	45,000.00	6,500.00	5,000.00
Revenue Concrete - Residential	1,300.00	0.00	2,400.00	3,200.00	2,380.75	5,010.00
Revenue Electrical-Residential	0.00	0.00	0.00	0.00	951.32	4,255.00
Revenue Framing - Commercial	15,100.00	0.00	21,700.00	6,700.00	3,200.00	8,000.00
Revenue Framing - Residential	0.00	0.00	0.00	0.00	8,280.00	1,453.76
Revenue Roofing - Residential	24,000.00	0.00	31,106.54	7,700.00	6,500.00	8,453.50
Sales Returns and Allowances	(554.12)	(573.16)	(1,938.72)	(146.10)	(146.10)	(25.93)
Cash Discounts Earned	10.00	63.00	75.57	103.92	36.06	464.11
Cash Discounts Taken	(500.00)	0.00	0.00	0.00	0.00	0.00
TOTAL INCOME	185,071.11	99,947.19	242,223.70	154,212.23	162,348.00	83,513.32
COST OF GOODS SOLD						
Cost of Sales	65,336.30	3,054.73	47,921.71	16,488.86	32,491.56	13,173.37
Concrete COS - Commercial	0.00	0.00	4,300.00	10,450.00	4,200.00	3,600.00
Concrete COS - Residential	775.00	0.00	1,500.00	1,850.00	1,333.15	2,730.00
Electrical COS - Residential	0.00	0.00	0.00	0.00	440.21	5,920.00
Framing COS - Commercial	8,900.00	0.00	560.54	11,100.00	1,300.00	1,200.00
Framing COS - Residential	0.00	0.00	50.00	0.00	2,000.00	901.50
Roofing COS - Commercial	0.00	0.00	3,000.00	0.00	0.00	0.00
Roofing COS - Residential	16,000.00	0.00	0.00	5,600.00	4,652.33	3,777.25
Commissions - Expense	0.00	0.00	6,000.00	3,500.00	0.00	2,500.00
TOTAL COST OF GOODS SOLD	91,011.30	3,054.73	63,332.25	48,988.86	46,417.25	33,802.12
GROSS PROFIT	(94,059.81)	(96,892.46)	(178,891.45)	(105,223.37)	(115,930.75)	(49,711.20)
OPERATING EXPENSES						
Salaries - Commercial	3,245.31	2,767.08	3,543.79	1,106.78	1,106.78	3,053.39
Salaries - Residential	4,093.53	1,660.25	3,431.45	3,320.42	3,320.42	1,660.23
Wages and Salaries - Sales	6,000.00	4,000.00	4,000.16	4,000.16	4,000.16	2,000.10
Wages and Salaries - Mgmt	13,467.75	9,093.28	8,978.50	8,978.50	4,489.25	4,489.25
Wages and Salaries - General	12,320.06	21,478.78	13,400.00	20,003.00	20,560.00	10,700.00
OH Expense Allocation	(3,081.16)	(3,098.77)	(2,558.99)	(2,769.16)	(2,423.16)	(1,893.22)
Taxes - Sales Dept	624.72	416.48	416.48	416.48	416.48	208.24
Taxes - Management	1,090.09	676.93	756.02	668.14	334.07	491.19
Taxes - General Labor	1,366.35	2,005.36	1,386.49	1,684.54	1,672.61	1,193.79
Advertising Expense	0.00	0.00	500.00	500.00	350.00	360.00
Automobile Expense	34.43	1,398.75	150.00	300.00	295.55	1,066.25
Insurance	2,233.72	987.36	2,987.36	1,362.36	2,187.36	2,187.36
Insurance - Worker's Comp.	200.00	200.00	500.00	250.00	350.00	500.00

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Infinity POWER Sample Company, Inc. — Page 2
Statement of Income — (4) 04/28/2006
04/28/2006

	11/2005	12/2005	01/2006	02/2006	03/2006	04/2006
Office Cleaning Expense	475.00	125.00	500.00	152.45	600.00	250.00
Postage Expense	275.00	350.00	300.00	250.00	600.00	665.66
Professional Services	164.04	4,500.00	1,500.00	1,225.00	3,200.00	3,000.00
Rental Expense	0.00	450.00	0.00	900.00	265.00	500.00
Repairs to Building	0.00	325.00	25.00	250.00	136.55	12,547.00
Repairs to Equipment	0.00	0.00	0.00	0.00	850.45	500.00
Supplies - Office	200.00	798.00	95.00	165.74	0.00	360.00
Supplies - Warehouse	0.00	500.00	225.00	500.00	250.00	250.00
Telephone Expense	(167.35)	2,215.00	1,200.00	2,850.00	750.00	782.58
Temporary Labor	0.00	0.00	0.00	0.00	0.00	1,575.40
Tools Expense	0.00	250.00	50.00	0.00	320.00	500.00
Travel & Entertainment	0.00	320.00	150.00	135.87	265.11	2,850.40
Utilities Expense	45.04	1,180.00	1,300.55	2,100.00	2,830.80	4,335.95
Deprec - Buildings	468.36	468.36	936.72	936.72	1,405.08	468.36
Deprec - Equipment	2,129.87	2,129.87	4,259.74	4,259.74	6,389.61	2,129.87
Deprec - Furniture	230.29	230.29	460.58	460.58	690.87	230.29
Deprec - Autos & Trucks	544.59	544.59	1,089.18	1,089.18	1,633.77	544.59
Interest Expense	4,393.20	2,196.60	4,029.93	4,029.93	5,863.26	2,196.60
FICA Taxes	2,917.83	2,934.75	2,309.85	2,813.07	2,527.90	1,459.97
Unemployment Taxes	980.12	628.21	832.92	2,920.28	333.20	725.14
Miscellaneous Taxes	0.00	0.00	604.89	3,935.05	1,880.87	0.00
TOTAL OPERATING EXPENSES	54,250.79	61,731.17	57,360.62	68,794.83	67,451.99	61,888.39
NET INCOME (LOSS) FROM OPERATIONS	39,809.02	35,161.29	121,530.83	36,428.54	48,478.76	(12,177.19)
NET INCOME AFTER TAX	39,809.02	35,161.29	121,530.83	36,428.54	48,478.76	(12,177.19)

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Income Statement Report (Quarterly Statement)

Infinity POWER Sample Company, Inc.
Statement of Income
04/28/2006

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(4) 04/28/2006

	Quarter-to-Date	%	Year-to-Date	%
INCOME				
Revenue	$50,902.88	60.95	$443,483.57	69.05
Revenue Concrete - Commercial	5,000.00	5.99	79,100.00	12.32
Revenue Concrete - Residential	5,010.00	6.00	12,990.75	2.02
Revenue Electrical-Residential	4,255.00	5.09	5,206.32	0.81
Revenue Framing - Commercial	8,000.00	9.58	39,600.00	6.17
Revenue Framing - Residential	1,453.76	1.74	9,733.76	1.52
Revenue Roofing - Residential	8,453.50	10.12	53,760.04	8.37
Sales Returns and Allowances	(25.93)	0.03	(2,256.85)	0.35
Cash Discounts Earned	464.11	0.56	679.66	0.11
TOTAL INCOME	$83,513.32	100.00	$642,297.25	100.00
COST OF GOODS SOLD				
Cost of Sales	$13,173.37	15.77	$110,075.50	17.14
Concrete COS - Commercial	3,600.00	4.31	22,550.00	3.51
Concrete COS - Residential	2,730.00	3.27	7,413.15	1.15
Electrical COS - Residential	5,920.00	7.09	6,360.21	0.99
Framing COS - Commercial	1,200.00	1.44	14,160.54	2.20
Framing COS - Residential	901.50	1.08	2,951.50	0.46
Roofing COS - Commercial	0.00	0.00	3,000.00	0.47
Roofing COS - Residential	3,777.25	4.52	14,029.58	2.18
Commissions - Expense	2,500.00	2.99	12,000.00	1.87
TOTAL COST OF GOODS SOLD	$33,802.12	40.48	$192,540.48	29.98
GROSS PROFIT	($49,711.20)	59.52	($449,756.77)	70.02
OPERATING EXPENSES				
Salaries - Commercial	$3,053.39	3.66	$8,810.74	1.37
Salaries - Residential	1,660.23	1.99	11,732.52	1.83
Wages and Salaries - Sales	2,000.10	2.39	14,000.58	2.18
Wages and Salaries - Mgmt	4,489.25	5.38	26,935.50	4.19
Wages and Salaries - General	10,700.00	12.81	64,663.00	10.07
OH Expense Allocation	(1,893.22)	2.27	(9,644.53)	1.50
Taxes - Sales Dept	208.24	0.25	1,457.68	0.23
Taxes - Management	491.19	0.59	2,249.42	0.35
Taxes - General Labor	1,193.79	1.43	5,937.43	0.92
Advertising Expense	360.00	0.43	1,710.00	0.27
Automobile Expense	1,066.25	1.28	1,811.80	0.28
Insurance	2,187.36	2.62	8,724.44	1.36
Insurance - Worker's Comp.	500.00	0.60	1,600.00	0.25
Office Cleaning Expense	250.00	0.30	1,502.45	0.23

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Infinity POWER Sample Company, Inc.
Statement of Income
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	Quarter-to-Date	%	Year-to-Date	%
Postage Expense	$665.66	0.80	$1,815.66	0.28
Professional Services	3,000.00	3.59	8,925.00	1.39
Rental Expense	500.00	0.60	1,665.00	0.26
Repairs to Building	12,547.00	15.02	12,958.55	2.02
Repairs to Equipment	500.00	0.60	1,350.45	0.21
Supplies - Office	360.00	0.43	620.74	0.10
Supplies - Warehouse	250.00	0.30	1,225.00	0.19
Telephone Expense	782.58	0.94	5,582.58	0.87
Temporary Labor	1,575.40	1.89	1,575.40	0.25
Tools Expense	500.00	0.60	870.00	0.14
Travel & Entertainment	2,850.40	3.41	3,401.38	0.53
Utilities Expense	4,335.95	5.19	10,567.30	1.65
Deprec - Buildings	468.36	0.56	3,746.88	0.58
Deprec - Equipment	2,129.87	2.55	17,038.96	2.65
Deprec - Furniture	230.29	0.28	1,842.32	0.29
Deprec - Autos & Trucks	544.59	0.65	4,356.72	0.68
Interest Expense	2,196.60	2.63	16,119.72	2.51
FICA Taxes	1,459.97	1.75	9,110.79	1.42
Unemployment Taxes	725.14	0.87	4,811.54	0.75
Miscellaneous Taxes	0.00	0.00	6,420.81	1.00
TOTAL OPERATING EXPENSES	$61,888.39	74.11	$255,495.83	39.78
NET INCOME (LOSS) FROM OPERATIONS	($12,177.19)	14.58	$194,260.94	30.24
NET INCOME AFTER TAX	($12,177.19)	14.58	$194,260.94	30.24

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Income Statement Report (Year-to-Date)

Infinity POWER Sample Company, Inc.
Statement of Income
04/28/2006

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	Year-to-Date	%
INCOME		
Revenue	$443,483.57	69.05
Revenue Concrete - Commercial	79,100.00	12.32
Revenue Concrete - Residential	12,990.75	2.02
Revenue Electrical-Residential	5,206.32	0.81
Revenue Framing - Commercial	39,600.00	6.17
Revenue Framing - Residential	9,733.76	1.52
Revenue Roofing - Residential	53,760.04	8.37
Sales Returns and Allowances	(2,256.85)	0.35
Cash Discounts Earned	679.66	0.11
TOTAL INCOME	$642,297.25	100.00
COST OF GOODS SOLD		
Cost of Sales	$110,075.50	17.14
Concrete COS - Commercial	22,550.00	3.51
Concrete COS - Residential	7,413.15	1.15
Electrical COS - Residential	6,360.21	0.99
Framing COS - Commercial	14,160.54	2.20
Framing COS - Residential	2,951.50	0.46
Roofing COS - Commercial	3,000.00	0.47
Roofing COS - Residential	14,029.58	2.18
Commissions - Expense	12,000.00	1.87
TOTAL COST OF GOODS SOLD	$192,540.48	29.98
GROSS PROFIT	($449,756.77)	70.02
OPERATING EXPENSES		
Salaries - Commercial	$8,810.74	1.37
Salaries - Residential	11,732.52	1.83
Wages and Salaries - Sales	14,000.58	2.18
Wages and Salaries - Mgmt	26,935.50	4.19
Wages and Salaries - General	64,663.00	10.07
OH Expense Allocation	(9,644.53)	1.50
Taxes - Sales Dept	1,457.68	0.23
Taxes - Management	2,249.42	0.35
Taxes - General Labor	5,937.43	0.92
Advertising Expense	1,710.00	0.27
Automobile Expense	1,811.80	0.28
Insurance	8,724.44	1.36
Insurance - Worker's Comp.	1,600.00	0.25
Office Cleaning Expense	1,502.45	0.23

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Infinity POWER Sample Company, Inc.
Statement of Income
04/28/2006

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	Year-to-Date	%
Postage Expense	$1,815.66	0.28
Professional Services	8,925.00	1.39
Rental Expense	1,665.00	0.26
Repairs to Building	12,958.55	2.02
Repairs to Equipment	1,350.45	0.21
Supplies - Office	620.74	0.10
Supplies - Warehouse	1,225.00	0.19
Telephone Expense	5,582.58	0.87
Temporary Labor	1,575.40	0.25
Tools Expense	870.00	0.14
Travel & Entertainment	3,401.38	0.53
Utilities Expense	10,567.30	1.65
Deprec - Buildings	3,746.88	0.58
Deprec - Equipment	17,038.96	2.65
Deprec - Furniture	1,842.32	0.29
Deprec - Autos & Trucks	4,356.72	0.68
Interest Expense	16,119.72	2.51
FICA Taxes	9,110.79	1.42
Unemployment Taxes	4,811.54	0.75
Miscellaneous Taxes	6,420.81	1.00
TOTAL OPERATING EXPENSES	$255,495.83	39.78
NET INCOME (LOSS) FROM OPERATIONS	$194,260.94	30.24
NET INCOME AFTER TAX	$194,260.94	30.24

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Income Statement Report (Annual Budget)

Infinity POWER Sample Company, Inc.
Statement of Income
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	Current Actual	YTD Actual	Annual Budget	Remaining Budget	%
INCOME					
Revenue	$50,902.88	$443,483.57	$1,773,655.08	$1,330,171.51	25.00
Revenue Concrete - Commercial	5,000.00	79,100.00	298,320.00	219,220.00	26.52
Revenue Concrete - Residential	5,010.00	12,990.75	31,680.00	18,689.25	41.01
Revenue Electrical-Residential	4,255.00	5,206.32	0.00	(5,206.32)	0.00
Revenue Framing - Commercial	8,000.00	39,600.00	286,440.00	246,840.00	13.82
Revenue Framing - Residential	1,453.76	9,733.76	0.00	(9,733.76)	0.00
Revenue Roofing - Residential	8,453.50	53,760.04	410,606.28	356,846.24	13.09
Sales Returns and Allowances	(25.93)	(2,256.85)	(25,591.08)	(23,334.23)	8.82
Cash Discounts Earned	464.11	679.66	816.12	136.46	83.28
TOTAL INCOME	$83,513.32	$642,297.25	$2,775,926.40	$2,133,629.15	23.14
COST OF GOODS SOLD					
Cost of Sales	$13,173.37	$110,075.50	$329,333.04	$219,257.54	33.42
Concrete COS - Commercial	3,600.00	22,550.00	59,340.00	36,790.00	38.00
Concrete COS - Residential	2,730.00	7,413.15	20,700.00	13,286.85	35.81
Electrical COS - Residential	5,920.00	6,360.21	0.00	(6,360.21)	0.00
Framing COS - Commercial	1,200.00	14,160.54	7,735.44	(6,425.10)	183.06
Framing COS - Residential	901.50	2,951.50	690.00	(2,261.50)	427.75
Roofing COS - Commercial	0.00	3,000.00	41,400.00	38,400.00	7.25
Roofing COS - Residential	3,777.25	14,029.58	0.00	(14,029.58)	0.00
Commissions - Expense	2,500.00	12,000.00	82,800.00	70,800.00	14.49
TOTAL COST OF GOODS SOLD	$33,802.12	$192,540.48	$541,998.48	$349,458.00	35.52
GROSS PROFIT	($49,711.20)	($449,756.77)	($2,233,927.92)	($1,784,171.15)	20.13
OPERATING EXPENSES					
Salaries - Commercial	$3,053.39	$8,810.74	$48,904.32	$40,093.58	18.02
Salaries - Residential	1,660.23	11,732.52	47,354.04	35,621.52	24.78
Wages and Salaries - Sales	2,000.10	14,000.58	55,202.16	41,201.58	25.36
Wages and Salaries - Mgmt	4,489.25	26,935.50	123,903.36	96,967.86	21.74
Wages and Salaries - General	10,700.00	64,663.00	184,920.00	120,257.00	34.97
OH Expense Allocation	(1,893.22)	(9,644.53)	(26,101.68)	(16,457.15)	36.95
Taxes - Sales Dept	208.24	1,457.68	5,747.40	4,289.72	25.36
Taxes - Management	491.19	2,249.42	10,433.04	8,183.62	21.56
Taxes - General Labor	1,193.79	5,937.43	19,133.52	13,196.09	31.03
Advertising Expense	360.00	1,710.00	6,900.00	5,190.00	24.78
Automobile Expense	1,066.25	1,811.80	2,070.00	258.20	87.53
Insurance	2,187.36	8,724.44	41,225.52	32,501.08	21.16
Insurance - Worker's Comp.	500.00	1,600.00	6,900.00	5,300.00	23.19
Office Cleaning Expense	250.00	1,502.45	6,900.00	5,397.55	21.77

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Infinity POWER Sample Company, Inc.
Statement of Income
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	Current Actual	YTD Actual	Annual Budget	Remaining Budget	%
Postage Expense	$665.66	$1,815.66	$4,140.00	$2,324.34	43.86
Professional Services	3,000.00	8,925.00	20,700.00	11,775.00	43.12
Rental Expense	500.00	1,665.00	0.00	(1,665.00)	0.00
Repairs to Building	12,547.00	12,958.55	345.00	(12,613.55)	3756.10
Repairs to Equipment	500.00	1,350.45	0.00	(1,350.45)	0.00
Supplies - Office	360.00	620.74	1,311.00	690.26	47.35
Supplies - Warehouse	250.00	1,225.00	3,105.00	1,880.00	39.45
Telephone Expense	782.58	5,582.58	16,560.00	10,977.42	33.71
Temporary Labor	1,575.40	1,575.40	0.00	(1,575.40)	0.00
Tools Expense	500.00	870.00	690.00	(180.00)	126.09
Travel & Entertainment	2,850.40	3,401.38	2,070.00	(1,331.38)	164.32
Utilities Expense	4,335.95	10,567.30	17,947.56	7,380.26	58.88
Deprec - Buildings	468.36	3,746.88	6,463.32	2,716.44	57.97
Deprec - Equipment	2,129.87	17,038.96	29,392.20	12,353.24	57.97
Deprec - Furniture	230.29	1,842.32	3,177.96	1,335.64	57.97
Deprec - Autos & Trucks	544.59	4,356.72	7,515.36	3,158.64	57.97
Interest Expense	2,196.60	16,119.72	30,313.08	14,193.36	53.18
FICA Taxes	1,459.97	9,110.79	31,875.96	22,765.17	28.58
Unemployment Taxes	725.14	4,811.54	11,494.32	6,682.78	41.86
Miscellaneous Taxes	0.00	6,420.81	8,347.44	1,926.63	76.92
TOTAL OPERATING EXPENSES	$61,888.39	$255,495.83	$728,939.88	$473,444.05	35.05
NET INCOME (LOSS) FROM OPERATIONS	($12,177.19)	$194,260.94	$1,504,988.04	$1,310,727.10	12.91
NET INCOME AFTER TAX	($12,177.19)	$194,260.94	$1,504,988.04	$1,310,727.10	12.91

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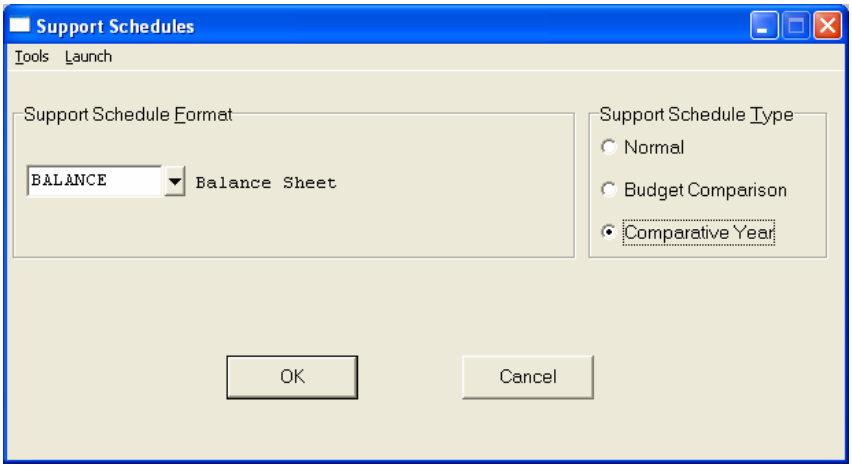
Income Statement Report (Budget/Current _YTD)

NEED REPORT

SUPPORT SCHEDULES (GL0204)

This option prints **Balance Sheet** and **Income Statement** Support Schedules based on the current format of your financials. These schedules detail all account balances that are summarized on the Financial Statements. This report provides the account detail for each summary type item **(Type 4)** on the Balance Sheet and Income Statement.

When this option is selected, a screen will be displayed prompting you to enter the **Support Schedule Format** you would like to use when printing this report. Since the system provides the ability to setup various choices, <click> the **Down Arrow *(F2 by default)*** and a search screen will display all of the formats currently available. <Click> on the Support Schedule format you wish to print and then <click> on **"OK."**



The summary type lines are defined when you set up your Financial Statement formats. Each summary line includes the sum of a particular range of accounts. The Support Schedule lists each summary line and each line's appropriate range of accounts and individual balances. The format of the Support Schedule is the same as the specified Financial Statement as follows:

- **Normal**
- **Budget Comparison**
- **Comparative Year**

Once these options have been specified, <Click> on **"OK"** and the Output Options screen will appear for any changes, <click> **"OK"** to continue and your report will begin to print.

Support Schedule (Balance Sheet/Normal)

Infinity POWER Sample Company, Inc. — Page 1
Balance Sheet — (4) 04/28/2006
Support Schedule

PREPAID EXPENSES

Prepaid Expenses	$450.00
Prepaid Vendor Deposits	(450.00)
* Totals	$0.00

Current Period Profit (Loss)

Revenue	$443,483.57
Revenue Concrete - Commercial	79,100.00
Revenue Concrete - Residential	12,990.75
Revenue Electrical-Residential	5,206.32
Revenue Framing - Commercial	39,600.00
Revenue Framing - Residential	9,733.76
Revenue Roofing - Residential	53,760.04
Sales Returns and Allowances	(2,256.85)
Cash Discounts Earned	679.66
Cost of Sales	(110,075.50)
Concrete COS - Commercial	(22,550.00)
Concrete COS - Residential	(7,413.15)
Electrical COS - Residential	(6,360.21)
Framing COS - Commercial	(14,160.54)
Framing COS - Residential	(2,951.50)
Roofing COS - Commercial	(3,000.00)
Roofing COS - Residential	(14,029.58)
Commissions - Expense	(12,000.00)
Salaries - Commercial	(8,810.74)
Salaries - Residential	(11,732.52)
Wages and Salaries - Sales	(14,000.58)
Wages and Salaries - Mgmt	(26,935.50)
Wages and Salaries - General	(64,663.00)
OH Expense Allocation	9,644.53
Taxes - Sales Dept	(1,457.68)
Taxes - Management	(2,249.42)
Taxes - General Labor	(5,937.43)
Advertising Expense	(1,710.00)
Automobile Expense	(1,811.80)
Insurance	(8,724.44)
Insurance - Worker's Comp.	(1,600.00)
Office Cleaning Expense	(1,502.45)
Postage Expense	(1,815.66)
Professional Services	(8,925.00)
Rental Expense	(1,665.00)
Repairs to Building	(12,958.55)
Repairs to Equipment	(1,350.45)
Supplies - Office	(620.74)
Supplies - Warehouse	(1,225.00)
Telephone Expense	(5,582.58)
Temporary Labor	(1,575.40)
Tools Expense	(870.00)

Infinity POWER Sample Company, Inc. — Page 2
Balance Sheet — (4) 04/28/2006
Support Schedule

Travel & Entertainment	(3,401.38)
Utilities Expense	(10,567.30)
Deprec - Buildings	(3,746.88)
Deprec - Equipment	(17,038.96)
Deprec - Furniture	(1,842.32)
Deprec - Autos & Trucks	(4,356.72)
Interest Expense	(16,119.72)
FICA Taxes	(9,110.79)
Unemployment Taxes	(4,811.54)
Miscellaneous Taxes	(6,420.81)
* Totals	$194,260.94

Support Schedule (Balance Sheet/Budget Comparison)

Infinity POWER Sample Company, Inc. — Page 1
Balance Sheet — (4) 04/28/2006
Support Schedule

	Actual	Budget	Variance	Var %
PREPAID EXPENSES				
Prepaid Expenses	$450.00	$450.00	$0.00	0.00
Prepaid Vendor Deposits	(450.00)	(200.00)	(250.00)	55.56
* Totals	$0.00	$250.00	($250.00)	0.00
Current Period Profit (Loss)				
Revenue	$443,483.57	$591,218.36	($147,734.79)	33.31
Revenue Concrete - Commercial	79,100.00	99,440.00	(20,340.00)	25.71
Revenue Concrete - Residential	12,990.75	10,560.00	2,430.75	-18.71
Revenue Electrical-Residential	5,206.32	0.00	5,206.32	-100.00
Revenue Framing - Commercial	39,600.00	95,480.00	(55,880.00)	141.11
Revenue Framing - Residential	9,733.76	0.00	9,733.76	-100.00
Revenue Roofing - Residential	53,760.04	136,868.76	(83,108.72)	154.59
Sales Returns and Allowances	(2,256.85)	(8,530.36)	6,273.51	277.98
Cash Discounts Earned	679.66	272.04	407.62	-59.97
Cost of Sales	(110,075.50)	(109,777.68)	(297.82)	-0.27
Concrete COS - Commercial	(22,550.00)	(19,780.00)	(2,770.00)	-12.28
Concrete COS - Residential	(7,413.15)	(6,900.00)	(513.15)	-6.92
Electrical COS - Residential	(6,360.21)	0.00	(6,360.21)	-100.00
Framing COS - Commercial	(14,160.54)	(2,578.48)	(11,582.06)	-81.79
Framing COS - Residential	(2,951.50)	(230.00)	(2,721.50)	-92.21
Roofing COS - Commercial	(3,000.00)	(13,800.00)	10,800.00	360.00
Roofing COS - Residential	(14,029.58)	0.00	(14,029.58)	-100.00
Commissions - Expense	(12,000.00)	(27,600.00)	15,600.00	130.00
Salaries - Commercial	(8,810.74)	(16,301.44)	7,490.70	85.02
Salaries - Residential	(11,732.52)	(15,784.68)	4,052.16	34.54
Wages and Salaries - Sales	(14,000.58)	(18,400.72)	4,400.14	31.43
Wages and Salaries - Mgmt	(26,935.50)	(41,301.12)	14,365.62	53.33
Wages and Salaries - General	(64,663.00)	(61,640.00)	(3,023.00)	-4.68
OH Expense Allocation	9,644.53	8,700.56	943.97	-9.79
Taxes - Sales Dept	(1,457.68)	(1,915.80)	458.12	31.43
Taxes - Management	(2,249.42)	(3,477.68)	1,228.26	54.60
Taxes - General Labor	(5,937.43)	(6,377.84)	440.41	7.42
Advertising Expense	(1,710.00)	(2,300.00)	590.00	34.50
Automobile Expense	(1,811.80)	(690.00)	(1,121.80)	-61.92
Insurance	(8,724.44)	(13,741.84)	5,017.40	57.51
Insurance - Worker's Comp.	(1,600.00)	(2,300.00)	700.00	43.75
Office Cleaning Expense	(1,502.45)	(2,300.00)	797.55	53.08
Postage Expense	(1,815.66)	(1,380.00)	(435.66)	-23.99
Professional Services	(8,925.00)	(6,900.00)	(2,025.00)	-22.69
Rental Expense	(1,665.00)	0.00	(1,665.00)	-100.00
Repairs to Building	(12,958.55)	(115.00)	(12,843.55)	-99.11
Repairs to Equipment	(1,350.45)	0.00	(1,350.45)	-100.00
Supplies - Office	(620.74)	(437.00)	(183.74)	-29.60
Supplies - Warehouse	(1,225.00)	(1,035.00)	(190.00)	-15.51
Telephone Expense	(5,582.58)	(5,520.00)	(62.58)	-1.12
Temporary Labor	(1,575.40)	0.00	(1,575.40)	-100.00

Infinity POWER Sample Company, Inc. — Page 2
Balance Sheet — (4) 04/28/2006
Support Schedule

	Actual	Budget	Variance	Var %
Tools Expense	(870.00)	(230.00)	(640.00)	-73.56
Travel & Entertainment	(3,401.38)	(690.00)	(2,711.38)	-79.71
Utilities Expense	(10,567.30)	(5,982.52)	(4,584.78)	-43.39
Deprec - Buildings	(3,746.88)	(2,154.44)	(1,592.44)	-42.50
Deprec - Equipment	(17,038.96)	(9,797.40)	(7,241.56)	-42.50
Deprec - Furniture	(1,842.32)	(1,059.32)	(783.00)	-42.50
Deprec - Autos & Trucks	(4,356.72)	(2,505.12)	(1,851.60)	-42.50
Interest Expense	(16,119.72)	(10,104.36)	(6,015.36)	-37.32
FICA Taxes	(9,110.79)	(10,625.32)	1,514.53	16.62
Unemployment Taxes	(4,811.54)	(3,831.44)	(980.10)	-20.37
Miscellaneous Taxes	(6,420.81)	(2,782.48)	(3,638.33)	-56.66
* Totals	$194,260.94	$501,662.68	($307,401.74)	158.24

Support Schedule (Balance Sheet/Comparative Year)

Infinity POWER Sample Company, Inc. — Page 1
Balance Sheet — (4) 04/28/2006
Support Schedule

	Current Year	Prior Year
PREPAID EXPENSES		
Prepaid Expenses	$450.00	$450.00
Prepaid Vendor Deposits	(450.00)	(200.00)
* Totals	$0.00	$250.00
Current Period Profit (Loss)		
Revenue	$443,483.57	$382,047.03
Revenue Concrete - Commercial	79,100.00	58,500.00
Revenue Concrete - Residential	12,990.75	42,300.50
Revenue Electrical-Residential	5,206.32	2,100.30
Revenue Framing - Commercial	39,600.00	21,300.00
Revenue Framing - Residential	9,733.76	50,750.50
Revenue Roofing - Residential	53,760.04	82,200.00
Sales Returns and Allowances	(2,256.85)	(3,483.89)
Cash Discounts Earned	679.66	100.50
Cash Discounts Taken	0.00	(500.00)
Cost of Sales	(110,075.50)	(159,503.48)
Concrete COS - Commercial	(22,550.00)	(9,900.55)
Concrete COS - Residential	(7,413.15)	(14,927.30)
Electrical COS - Residential	(6,360.21)	(1,200.00)
Framing COS - Commercial	(14,160.54)	(18,500.40)
Framing COS - Residential	(2,951.50)	(9,512.00)
Roofing COS - Commercial	(3,000.00)	(6,000.00)
Roofing COS - Residential	(14,029.58)	(29,600.00)
Commissions - Expense	(12,000.00)	0.00
Wages and Salaries	0.00	(324.56)
Salaries - Commercial	(8,810.74)	(13,019.28)
Salaries - Residential	(11,732.52)	(7,825.06)
Wages and Salaries - Sales	(14,000.58)	(18,000.00)
Wages and Salaries - Mgmt	(26,935.50)	(40,518.03)
Wages and Salaries - General	(64,663.00)	(68,598.87)
OH Expense Allocation	9,644.53	11,295.76
Taxes - Sales Dept	(1,457.68)	(1,734.16)
Taxes - Management	(2,249.42)	(3,260.42)
Taxes - General Labor	(5,937.43)	(6,301.18)
Advertising Expense	(1,710.00)	(600.00)
Automobile Expense	(1,811.80)	(2,540.32)
Insurance	(8,724.44)	(7,170.52)
Insurance - Worker's Comp.	(1,600.00)	(5,550.00)
Office Cleaning Expense	(1,502.45)	(1,400.00)
Postage Expense	(1,815.66)	(2,465.00)
Professional Services	(8,925.00)	(6,735.96)
Rental Expense	(1,665.00)	(663.50)
Repairs to Building	(12,958.55)	(640.00)
Repairs to Equipment	(1,350.45)	(650.00)
Supplies - Office	(620.74)	(3,608.00)
Supplies - Warehouse	(1,225.00)	(500.00)

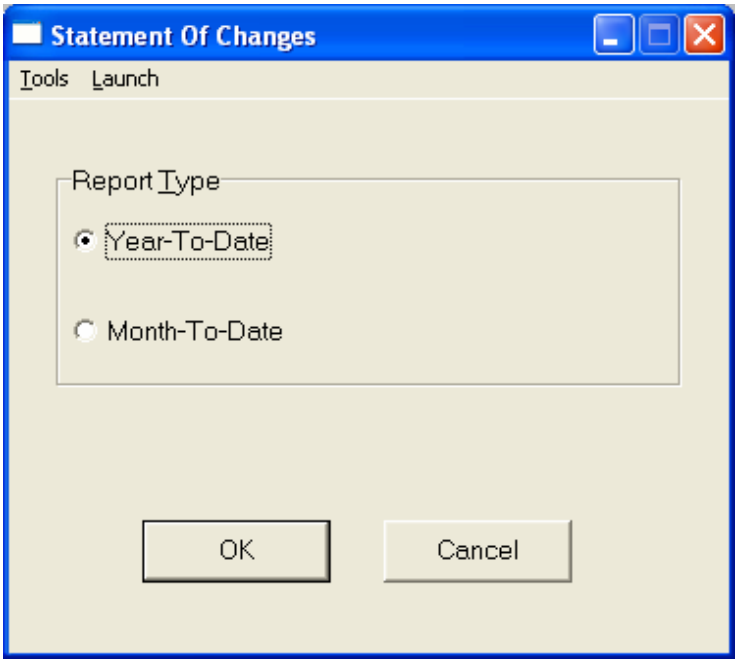
Infinity POWER Sample Company, Inc. — Page 2
Balance Sheet — (4) 04/28/2006
Support Schedule

	Current Year	Prior Year
Telephone Expense	(5,582.58)	(3,403.35)
Temporary Labor	(1,575.40)	0.00
Tools Expense	(870.00)	(500.00)
Travel & Entertainment	(3,401.38)	(670.00)
Utilities Expense	(10,567.30)	(10,568.96)
Deprec - Buildings	(3,746.88)	(2,341.80)
Deprec - Equipment	(17,038.96)	(10,649.35)
Deprec - Furniture	(1,842.32)	(1,151.45)
Deprec - Autos & Trucks	(4,356.72)	(2,722.95)
Interest Expense	(16,119.72)	(15,376.20)
FICA Taxes	(9,110.79)	(11,112.97)
Unemployment Taxes	(4,811.54)	(2,457.17)
Miscellaneous Taxes	(6,420.81)	0.00
* Totals	$194,260.94	$144,407.91

STATEMENT OF CHANGES (GL0205)

This option prints the Statement of Changes in Financial Position based on current month or YTD changes in the sources and uses of Net Working Capital. The second part of this report shows the net change in Working Capital. The Statement of Changes in Financial Position measures the change in account balances for specific economic indicators on the chart of accounts for your company on a Month-To-Date or Year-to-Date basis.

When the screen appears, <click> on either Month-to-Date or Year-to-Date.



Once these options have been specified, <click> on "**OK**" and the Output Options screen will appear for any changes, <click> **"OK"** to continue and your report will begin to print.

This report is divided into two parts:

1) Statement of Sources and Used of Net Working Capital

This displays the net change in all accounts that contribute to the Net Working Capital of a business entity or which deplete its balance. These categories are as follows:

a. Sources. This includes current period income (with depreciation expense added back), increases in Long Term Debt, increases in Equity, and decreases in Non-Current Assets.

b. Uses. This includes increases in Non-Current Assets (with depreciation expense added back), decreases in Long Term Debt, and decreases in Equity.

2) Statement of Net Working Capital

This displays the net change in working capital. Net Working Capital is defined as Total Current Assets minus Total Current Liabilities. This is a good measure of a business entity's ability to meet its short-term financial commitments. The classification of accounts within the categories described above is automatically handled by the Account Type established for each account during the "Set Up Accounts" options.

When you select this option, you simply select whether you want to review the account balance changes for the current month or Year-to-Date.

Field Names:

- Sources Of Net Working Capital
- Uses of Net Working Capital
- Current Assets
- Current Liabilities
- Net Working Capital
- Description
- Month or Year Beginning Account Balance
- Month End or Year to Date Balance
- Net Change

Statement of Changes (Year-to-Date)

Infinity POWER Sample Company, Inc. — Page 1
YTD Statement of Changes — (4) 04/28/2006
in Financial Position

	As of 01/01/2006	As of 04/28/2006	Increase (Decrease)
Sources of Net Working Capital:			
Net Income:	$0.00	$194,260.94	$194,260.94
Add Back: Depreciation/Amortization:	$0.00	$26,984.88	$26,984.88
Long Term Notes Payable	$0.00	$75,000.00	$75,000.00
* Sources of Net Working Capital:	$0.00	$296,245.82	$296,245.82
Uses of Net Working Capital:			
Buildings - Accum Deprec.	$19,847.17	$23,594.05	$3,746.88
Equipment	$137,292.10	$212,292.10	$75,000.00
Equipment - Accum Deprec.	$2,698.16	$19,737.12	$17,038.96
Furniture - Accum Deprec.	$9,908.50	$11,750.82	$1,842.32
Autos & Trucks - Accum Deprec.	$16,702.86	$21,059.58	$4,356.72
Treasury Stock	$0.00	$25,000.00	$25,000.00
Stocks Purchased	$0.00	$10,000.00	$10,000.00
Bonds	$0.00	$5,000.00	$5,000.00
Mortgages Payable	($121,950.12)	($116,010.12)	$5,940.00
Less: Depreciation/Amortization:	$0.00	($26,984.88)	($26,984.88)
* Uses of Net Working Capital:	($33,814.71)	$87,125.29	$120,940.00
Change in Net Working Capital:	$33,814.71	$209,120.53	$175,305.82

Infinity POWER Sample Company, Inc. — Page 2
YTD Statement of Changes in Financial Position — (4) 04/28/2006

	As of 01/01/2006	As of 04/28/2006	Increase (Decrease)
Current Assets:			
Cash - Savings	$210,451.76	$168,426.87	($42,024.89)
Petty Cash	$225.00	$225.00	$0.00
Cash in Bank - General	$48,180.19	$26,566.21	($21,613.98)
Cash in Bank - Payroll	$0.00	$24,292.85	$24,292.85
Notes Receivable	$500.00	$500.00	$0.00
Accounts Receivable - Customer	$1,240,042.36	$1,646,888.30	$406,845.94
Accounts Receivable - Other	$31,907.80	$51,907.80	$20,000.00
A/R - Tampa Main Office	$14,125.00	$17,525.00	$3,400.00
A/R - Orlando Warehouse	$1,115.81	$5,065.81	$3,950.00
A/R - Miami Warehouse	$17,646.15	$24,404.26	$6,758.11
Inventory - Tampa Main Office	($47,731.76)	$325,996.10	$373,727.86
Accrued Inventory - Receipts	($26,782.04)	($81,782.04)	($55,000.00)
Accrued Inventory - COS	$2,402.71	$2,402.71	$0.00
Work In Process	$455,642.67	$457,114.50	$1,471.83
Intercompany	($15,553.27)	$0.00	$15,553.27
Prepaid Insurance	$800.00	$800.00	$0.00
Prepaid Expenses	$450.00	$450.00	$0.00
Prepaid Vendor Deposits	($200.00)	($450.00)	($250.00)
* Current Assets:	$1,933,222.38	$2,670,333.37	$737,110.99
Current Liabilities:			
Notes Payable, Current Portion	$837,660.07	$835,328.07	($2,332.00)
Accounts Payable	$137,989.36	$624,228.04	$486,238.68
Retainage Payable	$0.00	($360.00)	($360.00)
Deposits Received	$135,502.86	$135,502.86	$0.00
FICA Tax Withheld	$49,093.70	$67,315.28	$18,221.58
Federal Income Taxes Withheld	$28,489.88	$35,256.95	$6,767.07
Accrued Insurance	$20,621.55	$27,027.95	$6,406.40
Accrued FUTA	$1,030.41	$1,495.69	$465.28
Accrued SUTA	($1,246.42)	$599.84	$1,846.26
401K Pension Plan	$12,686.43	$18,467.60	$5,781.17
Sales Tax Payable	$22,085.89	$44,758.98	$22,673.09
Accrued Federal Income Taxes	$9,500.61	$9,500.61	$0.00
Accrued State Income Taxes	$1,506.00	$2,937.00	$1,431.00
Accrued Interest	($12,833.31)	$1,833.33	$14,666.64
A/P - Orlando Warehouse	$1,264.55	$1,264.55	$0.00
A/P - Miami Warehouse	$3,233.83	$3,233.83	$0.00
* Current Liabilities:	$1,246,585.41	$1,808,390.58	$561,805.17
Net Working Capital:	$686,636.97	$861,942.79	$175,305.82

Statement of Changes (Month-to-Date)

Infinity POWER Sample Company, Inc. — Page 1
MTD Statement of Changes — (4) 04/28/2006
in Financial Position

	As of 04/01/2006	As of 04/28/2006	Increase (Decrease)
Sources of Net Working Capital:			
Net Income:	$206,438.13	$194,260.94	($12,177.19)
Add Back: Depreciation/Amortization:	$23,611.77	$26,984.88	$3,373.11
* Sources of Net Working Capital:	$230,049.90	$221,245.82	($8,804.08)
Uses of Net Working Capital:			
Buildings - Accum Deprec.	$23,125.69	$23,594.05	$468.36
Equipment - Accum Deprec.	$17,607.25	$19,737.12	$2,129.87
Furniture - Accum Deprec.	$11,520.53	$11,750.82	$230.29
Autos & Trucks - Accum Deprec.	$20,514.99	$21,059.58	$544.59
Mortgages Payable	($117,495.12)	($116,010.12)	$1,485.00
Less: Depreciation/Amortization:	($23,611.77)	($26,984.88)	($3,373.11)
* Uses of Net Working Capital:	($166,651.81)	($165,166.81)	$1,485.00
Change in Net Working Capital:	$396,701.71	$386,412.63	($10,289.08)

Infinity POWER Sample Company, Inc. — Page 2
MTD Statement of Changes — (4) 04/28/2006
in Financial Position

	As of 04/01/2006	As of 04/28/2006	Increase (Decrease)
Current Assets:			
Cash - Savings	$168,024.93	$168,426.87	$401.94
Petty Cash	$225.00	$225.00	$0.00
Cash in Bank - General	$108,477.33	$26,566.21	($81,911.12)
Cash in Bank - Payroll	$26,000.00	$24,292.85	($1,707.15)
Notes Receivable	$500.00	$500.00	$0.00
Accounts Receivable - Customer	$1,560,960.16	$1,646,888.30	$85,928.14
Accounts Receivable - Other	$51,907.80	$51,907.80	$0.00
A/R - Tampa Main Office	$17,525.00	$17,525.00	$0.00
A/R - Orlando Warehouse	$5,065.81	$5,065.81	$0.00
A/R - Miami Warehouse	$25,054.26	$24,404.26	($650.00)
Inventory - Tampa Main Office	$2,091.95	$325,996.10	$323,904.15
Accrued Inventory - Receipts	($81,782.04)	($81,782.04)	$0.00
Accrued Inventory - COS	$2,402.71	$2,402.71	$0.00
Work In Process	$454,784.58	$457,114.50	$2,329.92
Prepaid Insurance	$800.00	$800.00	$0.00
Prepaid Expenses	$450.00	$450.00	$0.00
Prepaid Vendor Deposits	($450.00)	($450.00)	$0.00
* Current Assets:	$2,342,037.49	$2,670,333.37	$328,295.88
Current Liabilities:			
Notes Payable, Current Portion	$835,911.07	$835,328.07	($583.00)
Accounts Payable	$297,055.21	$624,228.04	$327,172.83
Retainage Payable	($360.00)	($360.00)	$0.00
Deposits Received	$135,502.86	$135,502.86	$0.00
FICA Tax Withheld	$64,395.34	$67,315.28	$2,919.94
Federal Income Taxes Withheld	$34,147.35	$35,256.95	$1,109.60
Accrued Insurance	$26,079.96	$27,027.95	$947.99
Accrued FUTA	$1,343.43	$1,495.69	$152.26
Accrued SUTA	$26.96	$599.84	$572.88
401K Pension Plan	$17,540.35	$18,467.60	$927.25
Sales Tax Payable	$41,478.10	$44,758.98	$3,280.88
Accrued Federal Income Taxes	$9,500.61	$9,500.61	$0.00
Accrued State Income Taxes	$2,686.00	$2,937.00	$251.00
Accrued Interest	$0.00	$1,833.33	$1,833.33
A/P - Orlando Warehouse	$1,264.55	$1,264.55	$0.00
A/P - Miami Warehouse	$3,233.83	$3,233.83	$0.00
* Current Liabilities:	$1,469,805.62	$1,808,390.58	$338,584.96
Net Working Capital:	$872,231.87	$861,942.79	($10,289.08)

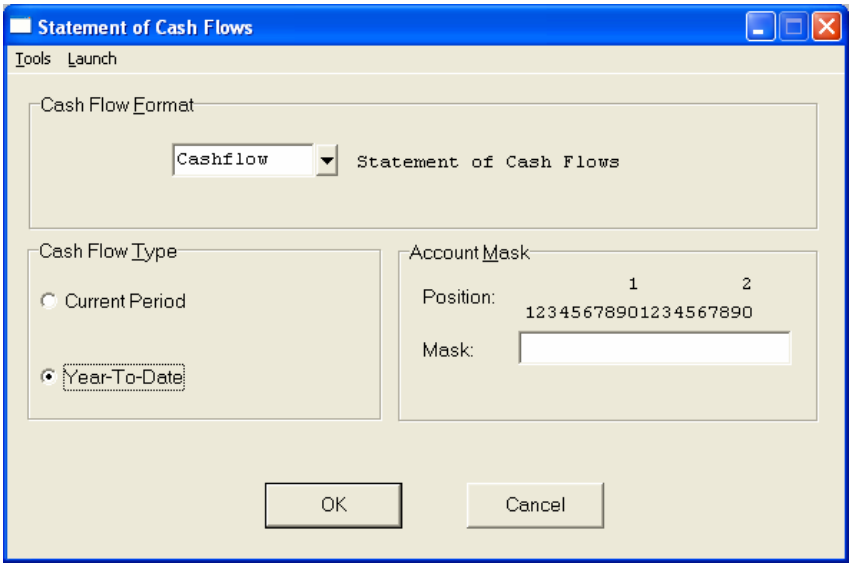
STATEMENT OF CASH FLOWS (GL0215)

This option prints the Statement of Cash Flows Financial Statement in the format specified by you in the ***"Set up Financial Statements"*** option. This report can display either current or Year-to-Date figures.

The Financial Accounting Standards Board **(FASB)** requires businesses to include a statement of cash flows, rather than a statement of changes in financial position when ***"issuing a complete set of financial statements."*** Statement No. 95 ***"Statement of Cash Flows"*** is included in the General Ledger module with the ability to conform to each company's specific chart of accounts.

Once all information is posted to the General Ledger, the data is immediately available for printing financial reports such as the Statement of Cash Flows. When this option is selected, a screen will be displayed prompting you to enter the **Cash Flow Format** you would like to use when printing this report.

Since the system provides the ability to setup various choices, <click> the **Down Arrow** ***(F2 by default)*** and a search screen will display all of the formats currently available. <Click> on the format you wish to print and then <click> on **"OK."**



<Click> on one of the two **(2)** reporting methods available for this report.

- **Current Period**
- **Year-to-Date**

The **"Current Period"** report provides will provide you with a report based on the information for the current system date month. It will produce a report based on the **"Year-to-Date"** information up to the current system date.

This report will reconcile your **"cash"** into the categories of Operating Activities, Investing Activities, and Financing Activities You may select an **"account mask"** which will provide an Income Statement for specific or combined profit centers. If the accounts for each profit center share specific digits in the account number ***(e.g., the last 2 digits of each account number represent the profit center)***, then the report may include those accounts only.

Once these options have been specified, <click> on **"OK"** and the Output Options screen will appear for any changes, <click> **"OK"** to continue and your report will begin to print.

Statement of Cash Flows (Current Period)

Infinity POWER Sample Company, Inc. — Page 1
Statement of Cash Flows — (4) 04/28/2006
04/28/2006

	Current Period
OPERATING ACTIVITIES	
Net Income	($12,177.19)
Adjustments To Reconcile N/I To Cash	
Buildings - Accum Deprec.	$468.36
Equipment - Accum Deprec.	2,129.87
Furniture - Accum Deprec.	230.29
Autos & Trucks - Accum Deprec.	544.59
Change In Operating Assets & Liabilities	
Accounts Receivable - Customer	($85,928.14)
A/R - Miami Warehouse	650.00
Inventory - Tampa Main Office	(323,904.15)
Work In Process	(2,329.92)
Accounts Payable	327,172.83
FICA Tax Withheld	2,919.94
Federal Income Taxes Withheld	1,109.60
Accrued Insurance	947.99
Accrued FUTA	152.26
Accrued SUTA	572.88
401K Pension Plan	927.25
Sales Tax Payable	3,280.88
Accrued State Income Taxes	251.00
Accrued Interest	1,833.33
Net Cash Provided By Operating Activity	($81,148.33)
INVESTING ACTIVITIES	
Purchase Of Property, Plant & Equipment	
Payments Received On Notes	
Net Cash Used In Investing Activities	$0.00
FINANCING ACTIVITIES	
Proceeds From L/T & S/T Borrowing	
Notes Payable, Current Portion	($583.00)
Mortgages Payable	(1,485.00)
Proceeds From Sale Of Common Stock	
Dividends Paid	
Net Cash Provided By Financing Activity	($2,068.00)
Increase (Decrease) In Cash Equivalents	($83,216.33)

Infinity POWER Sample Company, Inc. Page 2
Statement of Cash Flows (4) 04/28/2006
04/28/2006

	Current Period
Cash & Cash Equiv. At Beg Of Period	$302,727.26
Cash & Cash Equiv. At End Of Period	$219,510.93

-- Unaudited - For Internal Use Only --

Statement of Cash Flows (Year-to-Date)

Infinity POWER Sample Company, Inc. — Page 1
Statement of Cash Flows — (4) 04/28/2006
04/28/2006

	Year-to-Date
OPERATING ACTIVITIES	
Net Income	$194,260.94
Adjustments To Reconcile N/I To Cash	
Buildings - Accum Deprec.	$3,746.88
Equipment - Accum Deprec.	17,038.96
Furniture - Accum Deprec.	1,842.32
Autos & Trucks - Accum Deprec.	4,356.72
Change In Operating Assets & Liabilities	
Accounts Receivable - Customer	($406,845.94)
Accounts Receivable - Other	(20,000.00)
A/R - Tampa Main Office	(3,400.00)
A/R - Orlando Warehouse	(3,950.00)
A/R - Miami Warehouse	(6,758.11)
Inventory - Tampa Main Office	(373,727.86)
Accrued Inventory - Receipts	55,000.00
Work In Process	(1,471.83)
Intercompany	(15,553.27)
Prepaid Vendor Deposits	250.00
Accounts Payable	486,238.68
Retainage Payable	(360.00)
FICA Tax Withheld	18,221.58
Federal Income Taxes Withheld	6,767.07
Accrued Insurance	6,406.40
Accrued FUTA	465.28
Accrued SUTA	1,846.26
401K Pension Plan	5,781.17
Sales Tax Payable	22,673.09
Accrued State Income Taxes	1,431.00
Accrued Interest	14,666.64
Net Cash Provided By Operating Activity	$8,925.98
INVESTING ACTIVITIES	
Purchase Of Property, Plant & Equipment	
Equipment	($75,000.00)
Payments Received On Notes	
Net Cash Used In Investing Activities	($75,000.00)
FINANCING ACTIVITIES	
Proceeds From L/T & S/T Borrowing	
Notes Payable, Current Portion	($2,332.00)

-- Unaudited - For Internal Use Only --

Infinity POWER Sample Company, Inc. — Page 2
Statement of Cash Flows — (4) 04/28/2006
04/28/2006

	Year-to-Date
Long Term Notes Payable	$75,000.00
Mortgages Payable	(5,940.00)
Proceeds From Sale Of Common Stock	
Dividends Paid	
Net Cash Provided By Financing Activity	$66,728.00
Increase (Decrease) In Cash Equivalents	$653.98
Cash & Cash Equiv. At Beg Of Period	$258,856.95
Cash & Cash Equiv. At End Of Period	$259,510.93

-- Unaudited - For Internal Use Only --

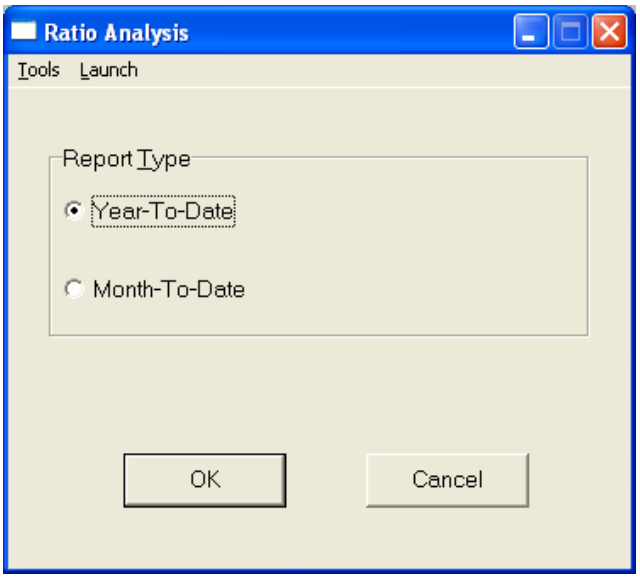
RATIO ANALYSIS (GL0206)

This option prints the most often used Ratio Analysis formulas for measuring:

1) **Liquidity**
2) **Profitability**
3) **Debt to Equity Leverage**

The Ratio Analysis formulas examine the relationship between various accounts to provide certain economic indicators for different aspects of your company. These ratios may be calculated on a Month-to-Date or Year-to-Date basis.

When the screen appears, <click> on either Month-to-Date or Year-to-Date. Once this option has been specified, <click> on **"OK"** and the Output Options screen will appear for any changes, <click> **"OK"** to continue and your report will begin to print.



This report is divided into three parts as described on the following pages:

1) **Measures of Liquidity.** These ratios display several aspects of a company's liquidity. These formulas are as follows:

   a. **Quick Assets Dollars** = Cash + Marketable Securities + Net Receivables

   b. **Quick Ratio** = Quick Assets divided by Current Liabilities

   c. **Current Ratio** = Current Assets divided by Current Liabilities

   d. **Net Working Capital Dollars** = Current Assets - Current Liabilities

   e. **Net Working Capital Turnover Times** = Sales divided by Net Working Capital

   f. **Accounts Receivable Turnover Times** = Sales divided by Net Receivable

   g. **Inventory Turnover Times** = Cost of Sales divided by Inventory

2) Measures of Profitability. These ratios display several aspects of a company's profitability. These formulas are as follows:

a. Return on Invested Assets % = Net Income divided by Total Assets

b. Return on Invested Equity % = Net Income divided by Total Equity

c. Gross Margin % = *(Sales - Cost of Sales)* divided by Total Sales

d. Operating Income % = *(Sales Cost of Sales - Operating Expenses)* divided by Total Sales

3) Measures of Debt to Equity Leverage. These ratios display several aspects of a company's debt to equity mixture or leverage. These formulas are as follows:

a. Debt to Equity Ratio = Total Liabilities divided by Total Equity

b. Long Term Debt to Equity Ratio = Long Term Liabilities divided by *(Long Term Liabilities + Total Equity)*

The Account Type established for each account during the ***"Set Up Accounts"*** options automatically handles the classification of accounts within the categories used in the formulas described above. When you select this option, you simply select whether you want to review the account balance changes for the current month or year to date.

Ratio Analysis Report (YTD)

Infinity POWER Sample Company, Inc. — Page 1
YTD Ratio Analysis — (4) 04/28/2006

Measures of Liquidity:

Quick Assets:	
Cash	$219,510.93
+ Marketable Securities	$0.00
+ Net Receivables	$1,746,291.17
	$1,965,802.10
Quick Ratio:	
Quick Assets	$1,965,802.10
/ Current Liabilities	$1,808,390.58
	Ratio: 1.08705
Current Ratio:	
Current Assets	$2,670,333.37
/ Current Liabilities	$1,808,390.58
	Ratio: 1.47664
Net Working Capital:	
Current Assets	$2,670,333.37
- Current Liabilities	$1,808,390.58
	$861,942.79
Net Working Capital Turnover:	
Sales	$642,297.25
/ Net Working Capital	$861,942.79
	Times: 0.74517
Accounts Receivable Turnover:	
Sales	$642,297.25
/ Net Receivables	$1,746,291.17
	Times: 0.36781
Inventory Turnover:	
Cost of Sales	$192,540.48
/ Inventory	$703,731.27
	Times: 0.27360

Infinity POWER Sample Company, Inc. Page 2
YTD Ratio Analysis (4) 04/28/2006

Measures of Profitability:

Return on Invested Assets:		
Net Income		$194,260.94
/ Total Assets		$3,184,607.67
	Percent:	6.10
Return on Invested Equity:		
Net Income		$194,260.94
/ Total Equity		$1,185,206.97
	Percent:	16.39
Gross Margin %:		
(Sales		$642,297.25
- Cost of Sales)		$192,540.48
/ Total Sales		$642,297.25
	Percent:	70.02
Operating Income %:		
(Sales		$642,297.25
- Cost of Sales		$192,540.48
- Operating Expenses)		$219,032.97
/ Total Sales		$642,297.25
	Percent:	35.92

Infinity POWER Sample Company, Inc. Page 3
YTD Ratio Analysis (4) 04/28/2006

Measures of Debt to Equity:

Debt to Equity Ratio:		
Total Liabilities		$1,999,400.70
/ Total Equity		$1,185,206.97
	Ratio:	1.68696
Long-Term Debt to Equity Ratio:		
Long-Term Liabilities		$191,010.12
/ (Long-Term Liabilities		$191,010.12
/ Total Equity)		$1,185,206.97
	Ratio:	0.13879

Ratio Analysis Report (MTD)

Infinity POWER Sample Company, Inc. — Page 1
YTD Ratio Analysis — (4) 04/28/2006

Measures of Liquidity:

Quick Assets:	
Cash	$219,510.93
+ Marketable Securities	$0.00
+ Net Receivables	$1,746,291.17
	$1,965,802.10
Quick Ratio:	
Quick Assets	$1,965,802.10
/ Current Liabilities	$1,808,390.58
	Ratio: 1.08705
Current Ratio:	
Current Assets	$2,670,333.37
/ Current Liabilities	$1,808,390.58
	Ratio: 1.47664
Net Working Capital:	
Current Assets	$2,670,333.37
- Current Liabilities	$1,808,390.58
	$861,942.79
Net Working Capital Turnover:	
Sales	$642,297.25
/ Net Working Capital	$861,942.79
	Times: 0.74517
Accounts Receivable Turnover:	
Sales	$642,297.25
/ Net Receivables	$1,746,291.17
	Times: 0.36781
Inventory Turnover:	
Cost of Sales	$192,540.48
/ Inventory	$703,731.27
	Times: 0.27360

Infinity POWER Sample Company, Inc. Page 2
YTD Ratio Analysis (4) 04/28/2006

Measures of Profitability:

Return on Invested Assets:		
Net Income	$194,260.94	
/ Total Assets	$3,184,607.67	
	Percent:	6.10
Return on Invested Equity:		
Net Income	$194,260.94	
/ Total Equity	$1,185,206.97	
	Percent:	16.39
Gross Margin %:		
(Sales	$642,297.25	
- Cost of Sales)	$192,540.48	
/ Total Sales	$642,297.25	
	Percent:	70.02
Operating Income %:		
(Sales	$642,297.25	
- Cost of Sales	$192,540.48	
- Operating Expenses)	$219,032.97	
/ Total Sales	$642,297.25	
	Percent:	35.92

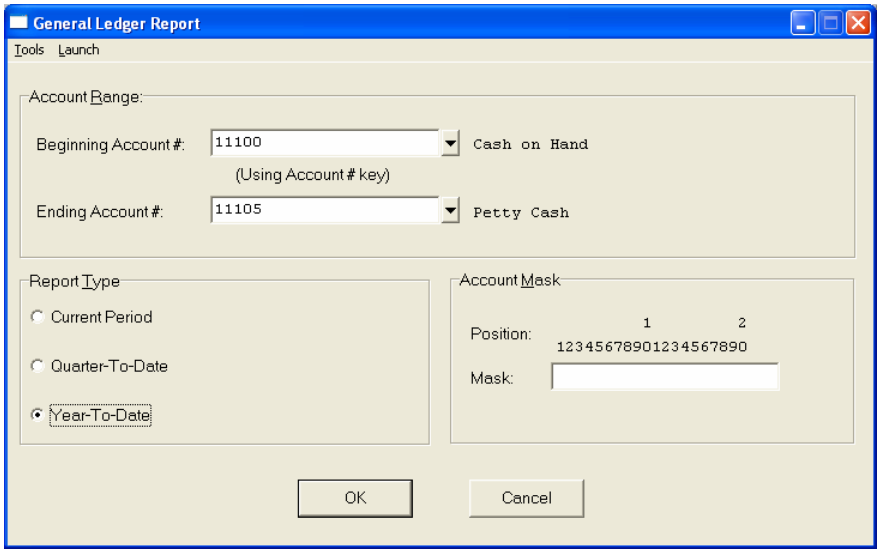
Infinity POWER Sample Company, Inc. Page 3
MTD Ratio Analysis (4) 04/28/2006

Measures of Debt to Equity:

Debt to Equity Ratio:	
Total Liabilities	$337,099.96
/ Total Equity	($12,177.19)
Ratio:	-27.68290
Long-Term Debt to Equity Ratio:	
Long-Term Liabilities	($1,485.00)
/ (Long-Term Liabilities	($1,485.00)
/ Total Equity)	($12,177.19)
Ratio:	0.10869

GENERAL LEDGER REPORT (GL0207)

This option prints the General Ledger Report. This report provides a detailed audit trail of journal entry detail listed by account. The report may include current month, current quarter, or Year-to-Date figures. When you select this option, you will enter the beginning and ending account number to include on this report.



You may select the range of accounts by number or description, which will determine the sorting preference. You may also define the **"account mask"** if desired. You will have the following choices as the **"Report Type."**

- **Current Period**
- **Quarter-to-Date**
- **Year-to-Date**

Please note that if you are using **13 Period** processing, the Quarter-to-Date version of this report will not work. You will also be prompted if you wish to include **"Description Only Lines"** that are part of that entry. Whichever option you select, the report will print the beginning period balance for each account, all transactions within the specified period and the ending balance for each account, unless the account is flagged as **"inactive"** and there are no transactions for the period specified. If for some reason the beginning balance plus the total transaction activity does not equal the ending account balance, then an **"X"** will be printed next to the ending account balance.

This **"X"** is an excellent tool for auditing a potential problem. Normally, this problem will only occur if you have added account balances through the ***"Set Up Accounts"*** option during an accounting period which has had transaction activity or if you have deleted your transaction file during the same period. When you are printing either a Quarter-to-Date or a Year-to-Date report, the report will have a beginning balance, the transaction detail for each fiscal period, the subtotal for each fiscal period, a grand total for all periods and then the ending balance. Once these options have been specified, <click> on **"OK"** and the Output Options screen will appear for any changes, <click> **"OK"** to continue and your report will begin to print.

Field Names:

- Account Number
- Account Description
- Beginning Account Balance
- Total Transactions for the Account
- Ending Account Balance
- Transaction Type
- Transaction Description
- Transaction Reference Number
- Transaction Amount
- Description Only Lines
- Transaction Date
- Transaction Number

General Ledger Report (Current Period)

Infinity POWER Sample Company, Inc. — Page 1
General Ledger Audit Trail — (4) 04/28/2006
Current Period

Account / Date	Trans #	Account Description / Transaction Type	Transaction Description	Reference	Transaction Amount	Beg / End Balance	
11110		Cash in Bank - General		Beginning Balance :		$108,477.33	*
1) 04/01/2006	AP	2 Checking - General	Bower's Roofing Supplies	10422	($1,517.52)		
2) 04/01/2006	AP	2 Checking - General	Clark Financial Services, LLC	10423	($3,495.71)		
3) 04/01/2006	AP	2 Checking - General	Florida Lumber, Inc.	10424	($3,384.24)		
4) 04/01/2006	AP	2 Checking - General	General Telphone Company	10425	($2,757.00)		
5) 04/01/2006	AP	2 Checking - General	NCNB National Bank	10426	($7,417.46)		
6) 04/01/2006	AP	2 Checking - General	Power Insurance Company of FL	10427	($3,113.12)		
7) 04/01/2006	AP	2 Checking - General	Pitts A/C Repair	EFT5225	($249.79)		
8) 04/01/2006	AP	2 Checking - General	S & S Sub Contractors	10428	($219.76)		
9) 04/01/2006	AP	2 Checking - General	Scotty's Building Supplies	10429	($1,962.08)		
10) 04/01/2006	AP	2 Checking - General	Shell Service Station	10430	($33,099.32)		
11) 04/01/2006	AP	2 Checking - General	State of Florida Tax Dept.	10431	($2,500.00)		
12) 04/01/2006	AP	2 Checking - General	Suncoast Concrete Supplies	10432	($966.87)		
13) 04/01/2006	AP	2 Checking - General	Tampa Electrical Supplies	10433	($71.91)		
14) 04/01/2006	AP	2 Checking - General	Tampa Electrical Co.	10434	($6,821.86)		
15) 04/01/2006	AP	2 Checking - General	Unified Supply Company	10435	($93.75)		
16) 04/01/2006	AP	2 Checking - General	Tampa Water & Sewage Co.	10436	($748.62)		
17) 04/01/2006	AP	2 Checking - General	Work Place	10437	($492.11)		
18) 04/30/2006	101-P	5 Deposits - Payroll	Monthly Payroll Transfer		($13,000.00)		
				Total Transactions:	($81,911.12)	*	
				Ending Balance :		$26,566.21	*
11120		Cash in Bank - Payroll		Beginning Balance :		$26,000.00	*
1) 04/01/2006	PR	4 Checking - Payroll	Conners, Charles S.	10438	($6,321.37)		
2) 04/01/2006	PR	4 Checking - Payroll	Elliot, Frank	10439	($680.34)		
3) 04/01/2006	PR	4 Checking - Payroll	Franklin, Albert T.	10440	($586.11)		
4) 04/01/2006	PR	4 Checking - Payroll	Jack Friedman	10441	($717.42)		
5) 04/01/2006	PR	4 Checking - Payroll	Gordon, Jim	10442	($395.79)		
6) 04/01/2006	PR	4 Checking - Payroll	Harris, Susan	10443	($1,419.67)		
7) 04/01/2006	PR	4 Checking - Payroll	Bill Maquire	10444	($691.23)		
8) 04/01/2006	PR	4 Checking - Payroll	Rouse, Stan	10445	($3,265.89)		
9) 04/01/2006	PR	4 Checking - Payroll	Wright, Ron	10446	($629.30)		
10) 04/30/2006		4 Checking - Payroll	Re-Classify		($0.03)		
11) 04/30/2006	101-P	5 Deposits - Payroll	Monthly Payroll Transfer		$13,000.00		
				Total Transactions:	($1,707.15)	*	
				Ending Balance :		$24,292.85	*

* Number of records printed: 2

General Ledger Report (Quarter-to-Date)

Infinity POWER Sample Company, Inc. — Page 1
General Ledger Audit Trail — (4) 04/28/2006
Quarter-to-Date

Account / Date	Trans #	Account Description / Transaction Type	Transaction Description	Reference	Transaction Amount	Beg / End Balance
11360		A/R - Miami Warehouse		Beginning Balance :		$25,054.26 *
1) 04/30/2006	4-1	1 General Journal	Post to correct account		($650.00)	
				Period 4 Total :	($650.00)	*
				Total Transactions:	($650.00)	*
				Ending Balance :		$24,404.26 *
11400		Inventory - Tampa Main Office		Beginning Balance :		$2,091.95 *
1) 04/01/2006	IM-2	7 Inventory Activity	1060178511	Receipt	$82,944.00	
2) 04/01/2006	IM-2	7 Inventory Activity	1060178511	Receipt	$82,944.00	
3) 04/01/2006	IM-2	7 Inventory Activity	1060185461	Receipt	$2,094.00	
4) 04/01/2006	IM-2	7 Inventory Activity	1060216522	Receipt	$30,720.00	
5) 04/01/2006	IM-2	7 Inventory Activity	11APOLE	Receipt	$148,000.00	
6) 04/01/2006	PS	6 Sales Journal	Allens Hardware Shops Inc.	69187	($19.37)	
7) 04/01/2006	PS	6 Sales Journal	Cash Sale, Thank You!	69188	($20.99)	
8) 04/01/2006	PS	6 Sales Journal	Cash Sale, Thank You!	69189	($133.01)	
9) 04/01/2006	IM-6	7 Inventory Activity	1060178511	Transfer	($432.00)	
10) 04/01/2006	IM-6	7 Inventory Activity	305011670	Transfer	($154.00)	
11) 04/01/2006	IM-6	7 Inventory Activity	305011677	Transfer	($16.40)	
12) 04/01/2006	IM-6	7 Inventory Activity	305022511	Transfer	($122.50)	
13) 04/01/2006	IM-6	7 Inventory Activity	201502241	Transfer	($15.83)	
14) 04/01/2006	IM-6	7 Inventory Activity	201513311	Transfer	($16.88)	
15) 04/01/2006	IM-6	7 Inventory Activity	201646141	Transfer	($3.12)	
16) 04/01/2006	IM-6	7 Inventory Activity	301402200	Transfer	($97.00)	
17) 04/30/2006	4-1	1 General Journal	Post to correct account		$650.00	
18) 04/30/2006		1 General Journal	Post Cost		($13,000.00)	
19) 04/30/2006	02	8 Accruals - Payable	Feb 2005 AP		$785.00	
20) 04/30/2006	02	8 Accruals - Payable	Feb 2005 AP		$1,896.00	
21) 04/30/2006	02	8 Accruals - Payable	Feb 2005 AP		$1,231.00	
22) 04/30/2006	AR	6 Sales Journal	Tony Swiss Construction	69237	($9,551.50)	
23) 04/30/2006	AR	6 Sales Journal	Boca Ciega Club	69238	($3,777.25)	
				Period 4 Total :	$323,904.15	*
				Total Transactions:	$323,904.15	*
				Ending Balance :		$325,996.10 *

* Number of records printed: 2

General Ledger Report (Year-to-Date)

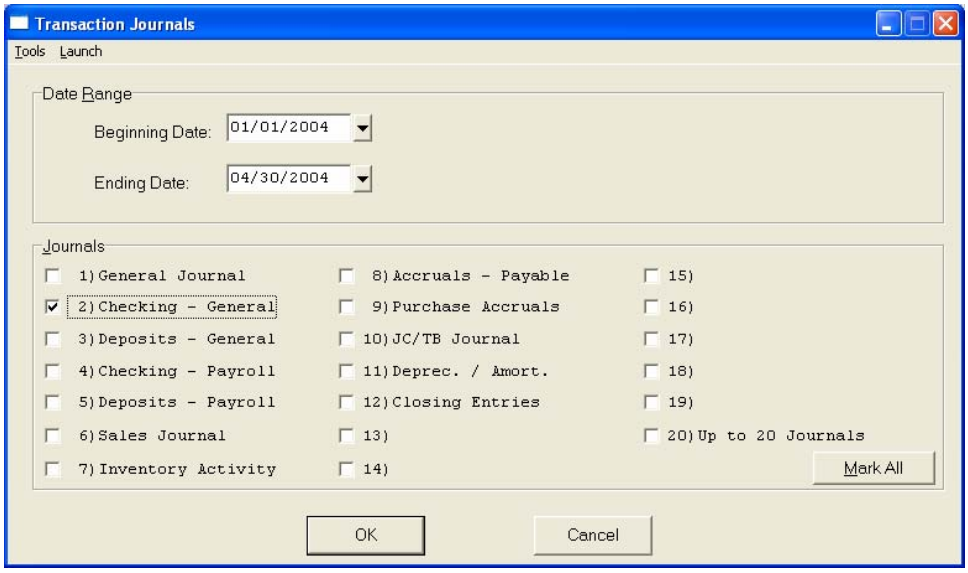
Infinity POWER Sample Company, Inc. — Page 1
General Ledger Audit Trail — (4) 04/28/2006
Year-to-Date

Account / Date	Trans #	Account Description / Transaction Type	Transaction Description	Reference	Transaction Amount	Beg / End Balance
50000		Cost of Sales		Beginning Balance :		$0.00 *
1) 01/01/2006	AR	6 Sales Journal	Allens Hardware Shops Inc.	69198	$3.75	
2) 01/01/2006	SO	6 Sales Journal	University of Tampa	69215	$1,922.72	
3) 01/31/2006	AR	6 Sales Journal	Allens Hardware Shops Inc.	69182	$1,718.00	
4) 01/31/2006	AR	6 Sales Journal	Allens Hardware Shops Inc.	69206	$4,090.75	
5) 01/31/2006	AR	6 Sales Journal	National Auto Parts	69207	$8.64	
6) 01/31/2006	AR	6 Sales Journal	National Auto Parts	69208	$8.64	
7) 01/31/2006	AR	6 Sales Journal	National Auto Parts	69209	$8.64	
8) 01/31/2006		1 General Journal	Post Cost		$13,257.65	
9) 01/31/2006	AR	6 Sales Journal	Allens Hardware Shops Inc.	69210	$2,820.00	
10) 01/31/2006	AR	6 Sales Journal	National Auto Parts	69211	$8.64	
11) 01/31/2006	AR	6 Sales Journal	National Auto Parts	69212	$8.64	
12) 01/31/2006	AR	6 Sales Journal	National Auto Parts	69213	$8.64	
13) 01/31/2006	AR	6 Sales Journal	Buccaneer Facilities	69257	$24,057.00	
				Period 1 Total :	$47,921.71 *	
14) 02/28/2006		1 General Journal	Post Cost		$11,658.10	
15) 02/28/2006	AR	6 Sales Journal	Allens Hardware Shops Inc.	69224	$2,820.00	
16) 02/28/2006	AR	6 Sales Journal	National Auto Parts	69225	$1,979.10	
17) 02/28/2006	AR	6 Sales Journal	National Auto Parts	69226	$15.83	
18) 02/28/2006	AR	6 Sales Journal	National Auto Parts	69227	$15.83	
				Period 2 Total :	$16,488.86 *	
19) 03/31/2006		1 General Journal	Post Cost		$10,200.65	
20) 03/31/2006	AR	6 Sales Journal	Allens Hardware Shops Inc.	69229	$2,820.00	
21) 03/31/2006	AR	6 Sales Journal	National Auto Parts	69230	$1,979.10	
22) 03/31/2006	AR	6 Sales Journal	National Auto Parts	69231	$15.83	
23) 03/31/2006	AR	6 Sales Journal	National Auto Parts	69232	$15.83	
24) 03/31/2006	SO	6 Sales Journal	University of Tampa	69233	$15,024.00	
25) 03/31/2006	SO	6 Sales Journal	Boca Ciega Club	69234	$2,436.15	
				Period 3 Total :	$32,491.56 *	
26) 04/01/2006	PS	6 Sales Journal	Allens Hardware Shops Inc.	69187	$19.37	
27) 04/01/2006	PS	6 Sales Journal	Cash Sale, Thank You!	69188	$20.99	
28) 04/01/2006	PS	6 Sales Journal	Cash Sale, Thank You!	69189	$133.01	
29) 04/30/2006		1 General Journal	Post Cost		$13,000.00	
				Period 4 Total :	$13,173.37 *	
				Total Transactions:	$110,075.50 *	
				Ending Balance :		$110,075.50 *

* Number of records printed: 1

TRANSACTION JOURNALS (GL0208)

This option allows you to print a listing of all the transactions within a date range that you specify. You may specify any combination of the twenty **(20)** transaction types to be included in this journal. This report allows you to print any or all transactions within the current accounting year for a single or combination of transaction types *(or journals)*. You may select all journals by <click>ing on the **"Mark All"** button or deselect all journals by <click>ing on the **"Un-Mark All"** button.



When you select this report, you will be asked for the beginning and ending date range to include on the report. You may select any date range within the current year, however, the defaults are the first and last days of the current month.

Next, you may select which transaction types to include on the report. You may include one, all or any combination of transaction types. These transaction types are the same fields that you may define in the ***"General Ledger Configuration"*** option.

Once these options have been specified, <click> on **"OK"** and the Output Options screen will appear for any changes, <click> **"OK"** to continue and your report will begin to print. When the report begins, it will print the specified transactions listed in order of date. Afterwards, a summary page will list all accounts and net balances of the transaction activity included on the report.

Field Names:

Transaction Date
- Journal Entry Number
- Transaction Reference Number
- Transaction Type
- Transaction Description
- Account Number
- Account Description
- Transaction Amount
- Summarized Account Balances

Transaction Journals Report

Infinity POWER Sample Company, Inc. — Page 1
Transaction Journal — (4) 04/28/2006

Date	Trans #	Ref/Ck #	Transaction Type			
	Account		Description		Debit	Credit
04/01/2006	AP	10422	2 Checking - General			
	Bower's Roofing Supplies					
1)	21200		Accounts Payable		$1,561.37	
2)	46000		Cash Discounts Earned			($43.85)
3)	11110		Cash in Bank - General			($1,517.52)
04/01/2006	AP	10423	2 Checking - General			
	Clark Financial Services, LLC					
1)	21200		Accounts Payable		$3,495.71	
2)	11110		Cash in Bank - General			($3,495.71)
04/01/2006	AP	10424	2 Checking - General			
	Florida Lumber, Inc.					
1)	21200		Accounts Payable		$3,538.05	
2)	46000		Cash Discounts Earned			($153.81)
3)	11110		Cash in Bank - General			($3,384.24)
04/01/2006	AP	10425	2 Checking - General			
	General Telphone Company					
1)	21200		Accounts Payable		$2,757.00	
2)	11110		Cash in Bank - General			($2,757.00)
04/01/2006	AP	10426	2 Checking - General			
	NCNB National Bank					
1)	21200		Accounts Payable		$7,417.46	
2)	11110		Cash in Bank - General			($7,417.46)
04/01/2006	AP	10427	2 Checking - General			
	Power Insurance Company of FL					
1)	21200		Accounts Payable		$3,276.97	
2)	46000		Cash Discounts Earned			($163.85)
3)	11110		Cash in Bank - General			($3,113.12)
04/01/2006	AP	EFT5225	2 Checking - General			
	Pitts A/C Repair					
1)	21200		Accounts Payable		$254.88	
2)	46000		Cash Discounts Earned			($5.09)
3)	11110		Cash in Bank - General			($249.79)
04/01/2006	AP	10428	2 Checking - General			
	S & S Sub Contractors					
1)	21200		Accounts Payable		$231.33	
2)	46000		Cash Discounts Earned			($11.57)
3)	11110		Cash in Bank - General			($219.76)
04/01/2006	AP	10429	2 Checking - General			
	Scotty's Building Supplies					
1)	21200		Accounts Payable		$1,970.61	
2)	46000		Cash Discounts Earned			($8.53)
3)	11110		Cash in Bank - General			($1,962.08)

Infinity POWER Sample Company, Inc. — Page 2
Transaction Journal — (4) 04/28/2006

Date	Trans #	Ref/Ck #	Transaction Type		
Account			Description	Debit	Credit
04/01/2006	AP	10430	2 Checking - General		
Shell Service Station					
1) 21200			Accounts Payable	$33,099.32	
2) 11110			Cash in Bank - General		($33,099.32)
04/01/2006	AP	10431	2 Checking - General		
State of Florida Tax Dept.					
1) 21200			Accounts Payable	$2,500.00	
2) 11110			Cash in Bank - General		($2,500.00)
04/01/2006	AP	10432	2 Checking - General		
Suncoast Concrete Supplies					
1) 21200			Accounts Payable	$986.60	
2) 46000			Cash Discounts Earned		($19.73)
3) 11110			Cash in Bank - General		($966.87)
04/01/2006	AP	10433	2 Checking - General		
Tampa Electrical Supplies					
1) 21200			Accounts Payable	$71.91	
2) 11110			Cash in Bank - General		($71.91)
04/01/2006	AP	10434	2 Checking - General		
Tampa Electrical Co.					
1) 21200			Accounts Payable	$6,879.54	
2) 46000			Cash Discounts Earned		($57.68)
3) 11110			Cash in Bank - General		($6,821.86)
04/01/2006	AP	10435	2 Checking - General		
Unified Supply Company					
1) 21200			Accounts Payable	$93.75	
2) 11110			Cash in Bank - General		($93.75)
04/01/2006	AP	10436	2 Checking - General		
Tampa Water & Sewage Co.					
1) 21200			Accounts Payable	$748.62	
2) 11110			Cash in Bank - General		($748.62)
04/01/2006	AP	10437	2 Checking - General		
Work Place					
1) 21200			Accounts Payable	$492.11	
2) 11110			Cash in Bank - General		($492.11)

* Number of records printed: 42

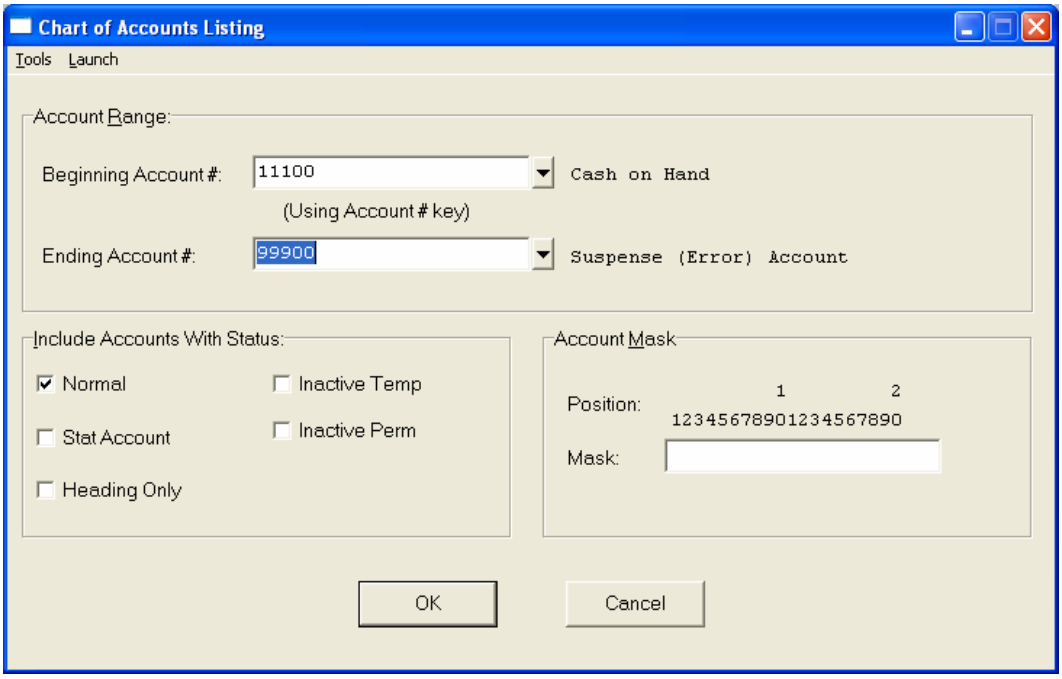
Infinity POWER Sample Company, Inc. — Page 1
Transaction Journal — (4) 04/28/2006
Account Summary

Account #	Description	Debit	Credit
11110	Cash in Bank - General		($68,911.12)
21200	Accounts Payable	$69,375.23	
46000	Cash Discounts Earned		($464.11)
	* Total Debits :	$69,375.23	
	* Total Credits:		($69,375.23)

CHART OF ACCOUNTS (GL0209)

This report prints a listing of all of your General Ledger accounts in either numerical or alphabetical order, depending on how you select your beginning and ending account number range. This report provides a quick reference listing of all of your accounts. It does not include any balances on this report. This is beneficial if you want to provide an outside party a copy of your Chart of Accounts without disclosing the balances of the company.

When you select this option, you will enter the beginning and ending account number to include on this report. You may select the range of accounts by number or description, which will determine the sorting preference. You may also define the **"account mask"** if desired.



You will have the following choices as the **"Account Status to Include."**

- **Normal**
- **Stat Account**
- **Heading Only**
- **Inactive Temp**
- **Inactive Perm**

Once these options have been specified, <click> on **"OK"** and the Output Options screen will appear for any changes, <click> **"OK"** to continue and your report will begin to print.

Field Names:

Account Number
- Account Description
- Account Type
- Contra Account *(Yes or No)*
- Status

Chart of Accounts Listing Report

Infinity POWER Sample Company, Inc.
Chart of Accounts

Page 1
(4) 04/28/2006

Account Number	Account Description	Account Type	Contra Account	Status
11100	Cash - Savings	CA - Cash	N	Normal
11105	Petty Cash	CA - Cash	N	Normal
11110	Cash in Bank - General	CA - Cash	N	Normal
11120	Cash in Bank - Payroll	CA - Cash	N	Normal
11200	Notes Receivable	CA - A/R	N	Normal
11300	Accounts Receivable - Customer	CA - A/R	N	Normal
11310	Accounts Receivable - Other	CA - A/R	N	Normal
11320	A/R - Employee Receivables	CA - A/R	N	Normal
11350	A/R - Tampa Main Office	CA - A/R	N	Normal
11355	A/R - Orlando Warehouse	CA - A/R	N	Normal
11360	A/R - Miami Warehouse	CA - A/R	N	Normal
11400	Inventory - Tampa Main Office	CA - Inventory	N	Normal
11405	Inv - Orlando Warehouse	CA - Inventory	N	Normal
11406	Inventory - Miami Warehouse	CA - Inventory	N	Normal
11410	Inventory - Supplies - Tampa	CA - Inventory	N	Normal
11420	Inventory - Finished Products	CA - Inventory	N	Normal
11430	Accrued Inventory - Receipts	CA - Inventory	N	Normal
11440	Accrued Inventory - COS	CA - Inventory	N	Normal
11450	Work In Process	CA - Inventory	N	Normal
11520	Intercompany	CA - A/R	N	Normal
11600	Prepaid Insurance	CA - Other	N	Normal
11700	Prepaid Expenses	CA - Other	N	Normal
11800	Prepaid Vendor Deposits	CA - Other	N	Normal
12000	Land	Fixed/Other Assets	N	Normal
12100	Buildings	Fixed/Other Assets	N	Normal
12120	Buildings - Accum Deprec.	Fixed/Other Assets	Y	Normal
12200	Leasehold Improvements	Fixed/Other Assets	N	Normal
12220	Leasehold Impr. - Amort.	Fixed/Other Assets	Y	Normal
12400	Equipment	Fixed/Other Assets	N	Normal
12420	Equipment - Accum Deprec.	Fixed/Other Assets	Y	Normal
12600	Furniture	Fixed/Other Assets	N	Normal
12620	Furniture - Accum Deprec.	Fixed/Other Assets	Y	Normal
12800	Automobiles and Trucks	Fixed/Other Assets	N	Normal
12820	Autos & Trucks - Accum Deprec.	Fixed/Other Assets	Y	Normal
12900	Treasury Stock	Fixed/Other Assets	N	Normal
12910	Stocks Purchased	Fixed/Other Assets	N	Normal
12920	Bonds	Fixed/Other Assets	N	Normal
21100	Notes Payable, Current Portion	Current Liab.	N	Normal
21200	Accounts Payable	Current Liab.	N	Normal
21210	Retainage Payable	Current Liab.	N	Normal
21220	Deposits Received	Current Liab.	N	Normal
21300	Advanced Billings	Current Liab.	N	Normal
21350	Draws Payable	Current Liab.	N	Normal
23100	FICA Tax Withheld	Current Liab.	N	Normal
23200	Federal Income Taxes Withheld	Current Liab.	N	Normal
23300	State Income Taxes Withheld	Current Liab.	N	Normal
23400	Accrued Wages & Salaries	Current Liab.	N	Normal
23450	Accrued Insurance	Current Liab.	N	Normal
23500	Accrued FUTA	Current Liab.	N	Normal
23600	Accrued SUTA	Current Liab.	N	Normal

Infinity POWER Sample Company, Inc. Page 2
Chart of Accounts (4) 04/28/2006

Account Number	Account Description	Account Type	Contra Account	Status
23700	Accrued Payroll Deductions	Current Liab.	N	Normal
23800	401K Pension Plan	Current Liab.	N	Normal
25100	Sales Tax Payable	Current Liab.	N	Normal
25200	Accrued Real Estate Taxes	Current Liab.	N	Normal
25300	Accrued Federal Income Taxes	Current Liab.	N	Normal
25400	Accrued State Income Taxes	Current Liab.	N	Normal
25500	Accrued Interest	Current Liab.	N	Normal
26350	A/P - Tampa Main Office	Current Liab.	N	Normal
26355	A/P - Orlando Warehouse	Current Liab.	N	Normal
26360	A/P - Miami Warehouse	Current Liab.	N	Normal
27100	Long Term Notes Payable	Long-Term Liab.	N	Normal
27200	Mortgages Payable	Long-Term Liab.	N	Normal
30000	Owners Equity	Equity	N	Normal
31000	Common Stock	Equity	N	Normal
31100	Additional Paid in Capital	Equity	N	Normal
35000	Retained Earnings	Equity	N	Normal
40000	Revenue	Income / Sales	N	Normal
40000-1	Revenue - Commercial	Income / Sales	N	Normal
40000-2	Revenue - Residential	Income / Sales	N	Normal
41100-1	Revenue Concrete - Commercial	Income / Sales	N	Normal
41100-2	Revenue Concrete - Residential	Income / Sales	N	Normal
41200-1	Revenue Electrical- Commercial	Income / Sales	N	Normal
41200-2	Revenue Electrical-Residential	Income / Sales	N	Normal
41300-1	Revenue Framing - Commercial	Income / Sales	N	Normal
41300-2	Revenue Framing - Residential	Income / Sales	N	Normal
41400-1	Revenue Plumbing - Commercial	Income / Sales	N	Normal
41400-2	Revenue Plumbing - Residential	Income / Sales	N	Normal
41500-1	Revenue Roofing - Commercial	Income / Sales	N	Normal
41500-2	Revenue Roofing - Residential	Income / Sales	N	Normal
44000	Interest Income	Income / Sales	N	Normal
45000	Sales Returns and Allowances	Income / Sales	Y	Normal
46000	Cash Discounts Earned	Income / Sales	Y	Normal
47000	Service Charges	Income / Sales	N	Normal
47500	Freight Charged	Income / Sales	N	Normal
48000	Miscellaneous Income	Income / Sales	N	Normal
48500	Cash Discounts Taken	Income / Sales	N	Normal
50000	Cost of Sales	Cost of Sales	N	Normal
50000-1	Cost of Sales - Commercial	Cost of Sales	N	Normal
50000-2	Cost of Sales - Residential	Cost of Sales	N	Normal
51000	Cost of Sales - Inv. Shrinkage	Cost of Sales	N	Normal
51100	Concrete Cost of Sale	Cost of Sales	N	Normal
51100-1	Concrete COS - Commercial	Cost of Sales	N	Normal
51100-2	Concrete COS - Residential	Cost of Sales	N	Normal
51200	Electrical Cost of Sale	Cost of Sales	N	Normal
51200-1	Electrical COS - Commercial	Cost of Sales	N	Normal
51200-2	Electrical COS - Residential	Cost of Sales	N	Normal
51300	Framing Cost of Sale	Cost of Sales	N	Normal
51300-1	Framing COS - Commercial	Cost of Sales	N	Normal
51300-2	Framing COS - Residential	Cost of Sales	N	Normal
51400	Plumbing Cost of Sale	Cost of Sales	N	Normal

Infinity POWER Sample Company, Inc.
Chart of Accounts

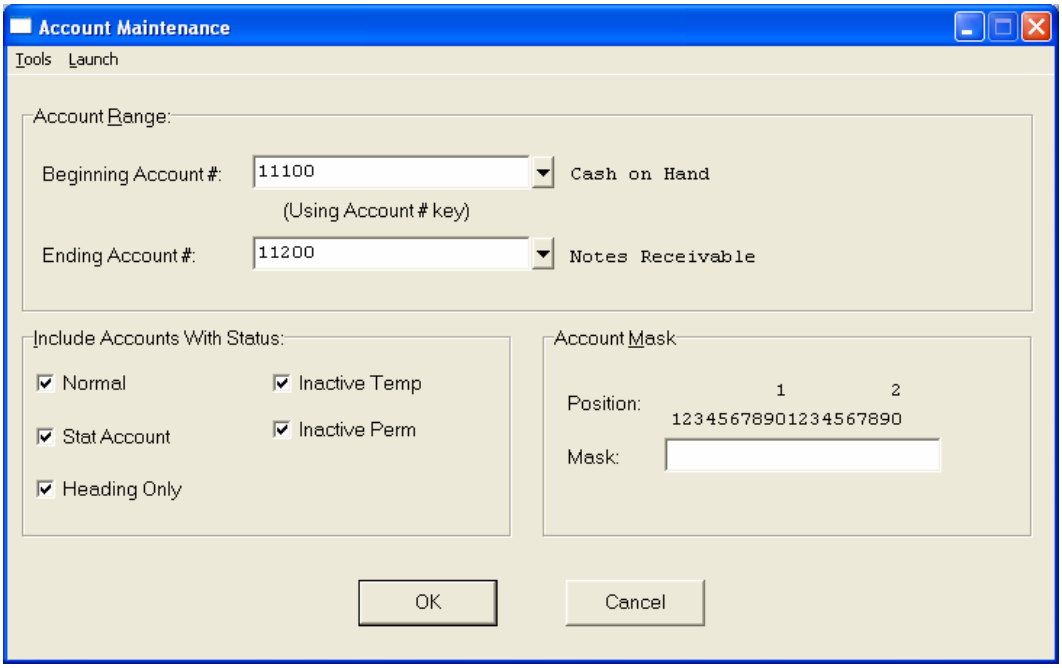
Account Number	Account Description	Account Type	Contra Account	Status
51400-1	Plumbing COS - Commercail	Cost of Sales	N	Normal
51400-2	Plumbing COS - Residential	Cost of Sales	N	Normal
51500	Roofing Cost of Sale	Cost of Sales	N	Normal
51500-1	Roofing COS - Commercial	Cost of Sales	N	Normal
51500-2	Roofing COS - Residential	Cost of Sales	N	Normal
52000	Commissions - Expense	Cost of Sales	N	Normal
53000	Freight on Purchases	Cost of Sales	N	Normal
60000	Inter-Dept. Payroll Transfers	Operating Expenses	N	Normal
60100	Wages and Salaries	Operating Expenses	N	Normal
60100-1	Salaries - Commercial	Operating Expenses	N	Normal
60100-2	Salaries - Residential	Operating Expenses	N	Normal
60101	Wages and Salaries - Sales	Operating Expenses	N	Normal
60102	Wages and Salaries - Mgmt	Operating Expenses	N	Normal
60103	Wages and Salaries - General	Operating Expenses	N	Normal
60500	OH Expense Allocation	Operating Expenses	N	Normal
60501	Taxes - Sales Dept	Operating Expenses	N	Normal
60502	Taxes - Management	Operating Expenses	N	Normal
60503	Taxes - General Labor	Operating Expenses	N	Normal
61000	Advertising Expense	Operating Expenses	N	Normal
61500	Automobile Expense	Operating Expenses	N	Normal
62000	Bad Debt Expenses	Operating Expenses	N	Normal
63000	Insurance	Operating Expenses	N	Normal
63500	Insurance - Worker's Comp.	Operating Expenses	N	Normal
64000	Office Cleaning Expense	Operating Expenses	N	Normal
64500	Postage Expense	Operating Expenses	N	Normal
64700	Professional Services	Operating Expenses	N	Normal
65000	Rental Expense	Operating Expenses	N	Normal
65400	Repairs to Building	Operating Expenses	N	Normal
65500	Repairs to Equipment	Operating Expenses	N	Normal
66000	Supplies - Office	Operating Expenses	N	Normal
66500	Supplies - Warehouse	Operating Expenses	N	Normal
67000	Telephone Expense	Operating Expenses	N	Normal
67300	Temporary Labor	Operating Expenses	N	Normal
67600	Tools Expense	Operating Expenses	N	Normal
68000	Travel & Entertainment	Operating Expenses	N	Normal
69000	Utilities Expense	Operating Expenses	N	Normal
72100	Deprec - Buildings	OpExp - Depr/Amort	N	Normal
72200	Amort. - Leasehold Impr.	OpExp - Depr/Amort	N	Normal
72400	Deprec - Equipment	OpExp - Depr/Amort	N	Normal
72600	Deprec - Furniture	OpExp - Depr/Amort	N	Normal
72800	Deprec - Autos & Trucks	OpExp - Depr/Amort	N	Normal
75000	Interest Expense	Other Expenses	N	Normal
75100	FICA Taxes	Other Expenses	N	Normal
75200	Unemployment Taxes	Other Expenses	N	Normal
75300	Miscellaneous Taxes	Other Expenses	N	Normal
75400	Federal Income Taxes	Other Expenses	N	Normal
75500	State Income Taxes	Other Expenses	N	Normal
79000	Misc Expenses	Other Expenses	N	Normal
99900	Suspense (Error) Account	Other Expenses	N	Normal

* Number of records printed: 149

ACCOUNT MAINTENANCE REPORT

This report contains all of the information set up for each account. This report is an excellent auditing tool for insuring that the account information is set up correctly when you initially start up. This report provides a complete reference listing of all of your accounts with all information that can be set up for each account. This would include all account balances.

When you select this option, you will enter the beginning and ending account number to include on this report.



You may select the range of accounts by number or description, which will determine the sorting preference. You may also define the **"account mask"** if desired. You will have the following choices as the **"Account Status' to Include."**

- **Normal**
- **Stat Account**
- **Heading Only**
- **Inactive Temp**
- **Inactive Perm**

Once these options have been specified, <click> on **"OK"** and the Output Options screen will appear for any changes, <click> **"OK"** to continue and your report will begin to print.

Field Names:

- Account Number
- Account Description
- Account Type
- Status
- Contra Account *(Yes or No)*
- Beginning Balance for the Current Year
- Balances for each Month of Current Year
- Budgets for each Month of Current Year
- Total Year Budget
- Total Year Balance

Account Maintenance Report

Infinity POWER Sample Company, Inc. — Page 1
Account Maintenance Report — (4) 04/28/2006

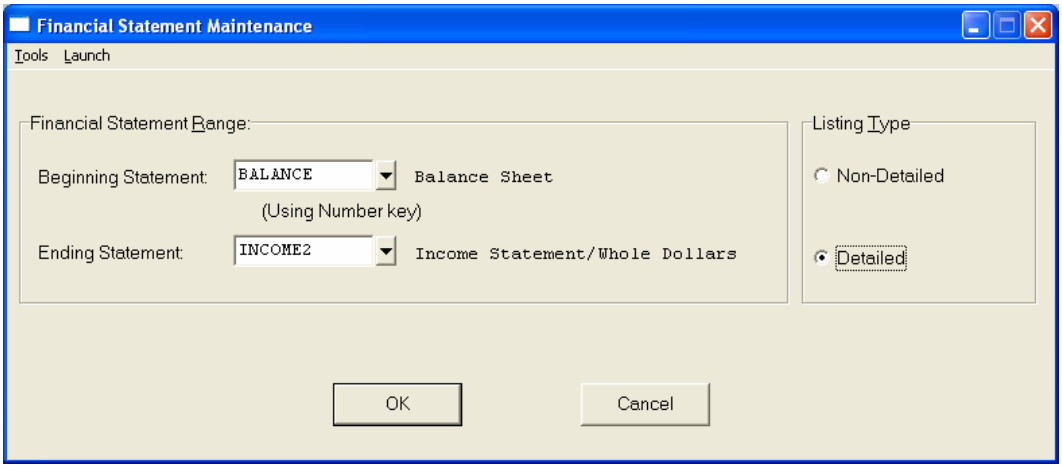
Account Number	Account Description	Type / Status	Contra Account	Period	Period Actual	Period Budget
72800	Deprec - Autos & Trucks	OpExp - Depr/Amort / Normal	N	Beg Yr:	$0.00	$0.00
				01/2006	$1,089.18	$626.28
				02/2006	$1,089.18	$626.28
				03/2006	$1,633.77	$626.28
				04/2006	$544.59	$626.28
				05/2006	$0.00	$626.28
				06/2006	$0.00	$626.28
				07/2006	$0.00	$626.28
				08/2006	$0.00	$626.28
				09/2006	$0.00	$626.28
				10/2006	$0.00	$626.28
				11/2006	$0.00	$626.28
				12/2006	$0.00	$626.28
				Totals:	$4,356.72	$7,515.36
75000	Interest Expense	Other Expenses / Normal	N	Beg Yr:	$0.00	$0.00
				01/2006	$4,029.93	$2,526.09
				02/2006	$4,029.93	$2,526.09
				03/2006	$5,863.26	$2,526.09
				04/2006	$2,196.60	$2,526.09
				05/2006	$0.00	$2,526.09
				06/2006	$0.00	$2,526.09
				07/2006	$0.00	$2,526.09
				08/2006	$0.00	$2,526.09
				09/2006	$0.00	$2,526.09
				10/2006	$0.00	$2,526.09
				11/2006	$0.00	$2,526.09
				12/2006	$0.00	$2,526.09
				Totals:	$16,119.72	$30,313.08
75100	FICA Taxes	Other Expenses / Normal	N	Beg Yr:	$0.00	$0.00
				01/2006	$2,309.85	$2,656.33
				02/2006	$2,813.07	$2,656.33
				03/2006	$2,527.90	$2,656.33
				04/2006	$1,459.97	$2,656.33
				05/2006	$0.00	$2,656.33
				06/2006	$0.00	$2,656.33
				07/2006	$0.00	$2,656.33
				08/2006	$0.00	$2,656.33
				09/2006	$0.00	$2,656.33
				10/2006	$0.00	$2,656.33
				11/2006	$0.00	$2,656.33
				12/2006	$0.00	$2,656.33
				Totals:	$9,110.79	$31,875.96

* Number of records printed: 3

FINANCIAL MAINTENANCE (GL0211)

This report provides the detailed format of the Balance Sheet, Income Statement and Statement of Cash Flows. Before making any changes to the Financial Statement formats, we recommend you print this report to review the current format available.

When you select this option, you will enter the beginning and ending financial statement number to include on this report. You may select the range of formats by number or description, which will determine the sorting preference. You may also define the whether to print in detail or non-detailed.



Once these options have been specified, <click> on **"OK"** and the Output Options screen will appear for any changes, <click> **"OK"** to continue and your report will begin to print.

Field Names:

- Statement Number
- Description
- Financial Report Title
- Financial Report Sub-Title
- Footnotes
- Format Lines Type
- Tab Position *(0-4)*
- Reverse the Dollar Sign *(Yes or No)*
- Running Total Level *(0-9)*
- Center Description *(Yes or No)*
- Description
- Beginning Account Number in Range
- Ending Account Number in Range

Financial Maintenance Report (Non-Detailed)

Infinity POWER Sample Company, Inc. Page 1
Financial Statement Listing (4) 04/28/2006

Number	Description	Title
Balance	Balance Sheet	Balance Sheet
Balance2	Balance Sheet - Bank Copy	Balance Sheet
Cashflow	Statement of Cash Flows	Statement of Cash Flows
dept1inc	Income Statement	Statement of Income for Department 1
Income	Income Statement	Statement of Income
Income2	Income Statement/Whole Dollars	Statement of Income
incomedep1	Income Statement	Statement of Income for Shipping

Financial Maintenance Report (Detailed)

Infinity POWER Sample Company, Inc. Page 1
Financial Statement Maintenance Report (4) 04/28/2006

Statement # : Balance
Description : Balance Sheet
Report Title: Balance Sheet
Subtitle : @D
Footnotes : -- Unaudited - For Internal Use Only --
:

Type	Tab	Reverse	Level	Center	Description	Beg Account	End Account
1 - Heading	0	N	0	Y	ASSETS		
2 - Group Heading	0	N	0	N	CURRENT ASSETS		
3 - Detailed Accts	1	N	0	N	CURRENT ASSETS	10000	11699
4 - Summary Accts	1	N	0	N	PREPAID EXPENSES	11700	11999
5 - Group Total	2	N	0	N	TOTAL CURRENT ASSETS		
2 - Group Heading	0	N	0	N	FIXED ASSETS		
3 - Detailed Accts	1	N	0	N	FIXED ASSETS	12000	12820
5 - Group Total	2	N	0	N	TOTAL FIXED ASSETS		
2 - Group Heading	0	N	0	N	OTHER ASSETS		
3 - Detailed Accts	1	N	0	N	OTHER ASSETS	12900	19999
5 - Group Total	2	N	0	N	TOTAL OTHER ASSETS		
6 - Running Total	4	N	1	N	TOTAL ASSETS		
7 - Clear Total	0	N	1	N			
1 - Heading	0	N	0	Y	LIABILITIES & STOCKHOLDER EQUITY		
2 - Group Heading	0	N	0	N	CURRENT LIABILITIES		
3 - Detailed Accts	2	Y	0	N		20000	26999
5 - Group Total	2	Y	0	N	TOTAL CURRENT LIABILITIES		
2 - Group Heading	0	N	0	N	LONG TERM LIABILITIES		
3 - Detailed Accts	1	Y	0	N	LONG TERM LIABILITIES	27000	29999
5 - Group Total	2	Y	0	N	TOTAL LONG TERM LIABILITIES		
2 - Group Heading	0	N	0	N	STOCKHOLDER EQUITY		
3 - Detailed Accts	1	Y	0	N	STOCKHOLDER EQUITY	30000	39999
4 - Summary Accts	1	Y	0	N	Current Period Profit (Loss)	40000	999999
5 - Group Total	2	Y	0	N	TOTAL STOCKHOLDER EQUITY		
6 - Running Total	4	Y	1	N	TOTAL LIABILITIES & STOCKHOLDER EQUITY		

Infinity POWER Sample Company, Inc. Page 2
Financial Statement Maintenance Report (4) 04/28/2006

Statement # : Balance2
Description : Balance Sheet - Bank Copy
Report Title: Balance Sheet
Subtitle : @D
Footnotes : -- Unaudited - For Internal Use Only --
:

Type	Tab	Reverse	Level	Center	Description	Beg Account	End Account
1 - Heading	0	N	0	Y	ASSETS		
2 - Group Heading	0	N	0	N	CURRENT ASSETS		
3 - Detailed Accts	1	N	0	N	CURRENT ASSETS	10000	11999
5 - Group Total	2	N	0	N	TOTAL CURRENT ASSETS		
2 - Group Heading	0	N	0	N	FIXED ASSETS		
3 - Detailed Accts	1	N	0	N	FIXED ASSETS	12000	12820
5 - Group Total	2	N	0	N	TOTAL FIXED ASSETS		
2 - Group Heading	0	N	0	N	OTHER ASSETS		
3 - Detailed Accts	1	N	0	N	OTHER ASSETS	12900	19999
5 - Group Total	2	N	0	N	TOTAL OTHER ASSETS		
6 - Running Total	4	N	1	N	TOTAL ASSETS		
7 - Clear Total	0	N	1	N			
1 - Heading	0	Y	0	Y	LIABILITIES & STOCKHOLDER EQUITY		
2 - Group Heading	0	N	0	N	CURRENT LIABILITIES		
3 - Detailed Accts	1	Y	0	N	CURRENT LIABILITIES	20000	26999
5 - Group Total	2	Y	0	N	TOTAL CURRENT LIABILITIES		
2 - Group Heading	0	N	0	N	LONG TERM LIABILITIES		
3 - Detailed Accts	1	Y	0	N	LONG TERM LIABILITIES	27000	29999
5 - Group Total	2	Y	0	N	TOTAL LONG TERM LIABILITIES		
2 - Group Heading	0	N	0	N	STOCKHOLDER EQUITY		
3 - Detailed Accts	1	Y	0	N	STOCKHOLDER EQUITY	30000	39999
4 - Summary Accts	1	Y	0	N	Current Period Profit (Loss)	40000	999999
5 - Group Total	2	Y	0	N	TOTAL STOCKHOLDER EQUITY		
6 - Running Total	4	Y	1	N	TOTAL LIABILITIES & STOCKHOLDER EQUITY		

Infinity POWER Sample Company, Inc. Page 3
Financial Statement Maintenance Report (4) 04/28/2006

Statement # : Cashflow
Description : Statement of Cash Flows
Report Title: Statement of Cash Flows
Subtitle : @D
Footnotes : -- Unaudited - For Internal Use Only --
:

Type	Tab	Reverse	Level	Center	Description	Beg Account	End Account
1 - Heading	0	N	0	N	OPERATING ACTIVITIES		
4 - Summary Accts	1	Y	0	N	Net Income	40000	99999
2 - Group Heading	0	N	0	N	Adjustments To Reconcile N/I To Cash		
3 - Detailed Accts	1	Y	0	N		12120	12120
3 - Detailed Accts	1	Y	0	N		12220	12220
3 - Detailed Accts	1	Y	0	N		12420	12420
3 - Detailed Accts	1	Y	0	N		12620	12620
3 - Detailed Accts	1	Y	0	N		12820	12820
2 - Group Heading	0	N	0	N	Change In Operating Assets & Liabilities		
3 - Detailed Accts	1	Y	0	N		11300	11800
3 - Detailed Accts	1	Y	0	N		21200	26999
6 - Running Total	2	Y	1	N	Net Cash Provided By Operating Activity		
7 - Clear Total	0	N	1	N			
1 - Heading	0	N	0	N	INVESTING ACTIVITIES		
2 - Group Heading	0	N	0	N	Purchase Of Property, Plant & Equipment		
3 - Detailed Accts	1	Y	0	N		12000	12000
3 - Detailed Accts	1	Y	0	N		12100	12100
3 - Detailed Accts	1	Y	0	N		12200	12200
3 - Detailed Accts	1	Y	0	N		12400	12400
3 - Detailed Accts	1	Y	0	N		12600	12600
3 - Detailed Accts	1	Y	0	N		12800	12800
2 - Group Heading	0	N	0	N	Payments Received On Notes		
3 - Detailed Accts	1	Y	0	N		11200	11200
6 - Running Total	2	Y	1	N	Net Cash Used In Investing Activities		
7 - Clear Total	0	N	1	N			
1 - Heading	0	N	0	N	FINANCING ACTIVITIES		
2 - Group Heading	0	N	0	N	Proceeds From L/T & S/T Borrowing		
3 - Detailed Accts	1	Y	0	N		21100	21100
3 - Detailed Accts	1	Y	0	N		27100	27200
2 - Group Heading	0	N	0	N	Proceeds From Sale Of Common Stock		
3 - Detailed Accts	1	Y	0	N		30000	31000
2 - Group Heading	0	N	0	N	Dividends Paid		
3 - Detailed Accts	1	Y	0	N		35000	35000
6 - Running Total	2	Y	1	N	Net Cash Provided By Financing Activity		
6 - Running Total	2	Y	2	N	Increase (Decrease) In Cash Equivalents		
7 - Clear Total	0	N	1	N			
4 - Summary Accts	2	Y	0	N	Cash & Cash Equiv. At Beg Of Period [P]	11100	11120
6 - Running Total	4	Y	2	N	Cash & Cash Equiv. At End Of Period		

Infinity POWER Sample Company, Inc. Page 4
Financial Statement Maintenance Report (4) 04/28/2006

Type	Tab	Reverse	Level	Center	Description	Beg Account	End Account
Statement # : dept1inc							
Description : Income Statement							
Report Title: Statement of Income for Department 1							
Subtitle : @D							
Footnotes : -- Unaudited - For Internal Use Only --							
:							
9 - Set Acct Mask	0	N	0	N		-1	
2 - Group Heading	0	N	0	N	INCOME		
3 - Detailed Accts	1	N	0	N		40000	49999
5 - Group Total	2	Y	0	N	TOTAL INCOME		
2 - Group Heading	0	N	0	N	COST OF GOODS SOLD		
3 - Detailed Accts	1	N	0	N	COGS ACCTS	50000	59999
5 - Group Total	2	N	0	N	TOTAL COST OF GOODS SOLD		
6 - Running Total	2	Y	1	N	GROSS PROFIT		
2 - Group Heading	0	N	0	N	OPERATING EXPENSES		
3 - Detailed Accts	1	N	0	N	OPERATING EXPENSES	60000	75300
3 - Detailed Accts	1	N	0	N		79000	99999
5 - Group Total	2	N	0	N	TOTAL OPERATING EXPENSES		
6 - Running Total	2	Y	2	N	NET INCOME (LOSS) FROM OPERATIONS		
3 - Detailed Accts	1	N	0	N		75400	75500
6 - Running Total	4	Y	2	N	NET INCOME AFTER TAX		

Infinity POWER Sample Company, Inc. Page 5
Financial Statement Maintenance Report (4) 04/28/2006

Type	Tab	Reverse	Level	Center	Description	Beg Account	End Account
Statement # : Income							
Description : Income Statement							
Report Title: Statement of Income							
Subtitle : @D							
Footnotes : -- Unaudited - For Internal Use Only --							
:							
2 - Group Heading	0	N	0	N	INCOME		
3 - Detailed Accts	1	Y	0	N		40000	49999-99
5 - Group Total	2	Y	0	N	TOTAL INCOME		
2 - Group Heading	0	N	0	N	COST OF GOODS SOLD		
3 - Detailed Accts	1	N	0	N	COGS ACCTS	50000	59999-99
5 - Group Total	2	N	0	N	TOTAL COST OF GOODS SOLD		
6 - Running Total	2	N	1	N	GROSS PROFIT		
2 - Group Heading	0	N	0	N	OPERATING EXPENSES		
3 - Detailed Accts	1	N	0	N	OPERATING EXPENSES	60000	75300-99
3 - Detailed Accts	1	N	0	N		79000	99999-99
5 - Group Total	2	N	0	N	TOTAL OPERATING EXPENSES		
6 - Running Total	2	Y	2	N	NET INCOME (LOSS) FROM OPERATIONS		
3 - Detailed Accts	1	N	0	N		75400	75500
6 - Running Total	4	Y	2	N	NET INCOME AFTER TAX		

Infinity POWER Sample Company, Inc. Page 6
Financial Statement Maintenance Report (4) 04/28/2006

Type	Tab	Reverse	Level	Center	Description	Beg Account	End Account
Statement # : Income2							
Description : Income Statement/Whole Dollars							
Report Title: Statement of Income							
Subtitle : @D							
Footnotes : -- Unaudited - For Internal Use Only --							
:							
1 - Heading	0	N	0	N	INCOME		
3 - Detailed Accts	1	Y	0	N	Revenue	40000	49999
5 - Group Total	2	Y	0	N	TOTAL INCOME		
2 - Group Heading	0	N	0	N	COST OF GOODS SOLD		
3 - Detailed Accts	1	N	0	N	COGS ACCTS	50000	59999
5 - Group Total	2	N	0	N	TOTAL COST OF GOODS SOLD		
6 - Running Total	2	Y	1	N	GROSS PROFIT		
2 - Group Heading	0	N	0	N	OPERATING EXPENSES		
3 - Detailed Accts	1	N	0	N	OPERATING EXPENSES	60000	75300
3 - Detailed Accts	1	N	0	N		79000	99999
5 - Group Total	2	N	0	N	TOTAL OPERATING EXPENSES		
6 - Running Total	2	Y	2	N	NET INCOME (LOSS) FROM OPERATIONS		
3 - Detailed Accts	1	N	0	N		75400	75500
6 - Running Total	4	Y	2	N	NET INCOME AFTER TAX		

Infinity POWER Sample Company, Inc. Page 7
Financial Statement Maintenance Report (4) 04/28/2006

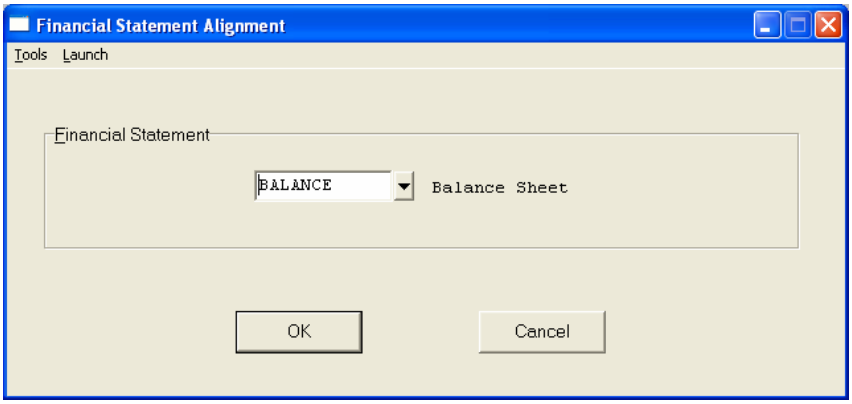
Type	Tab	Reverse	Level	Center	Description	Beg Account	End Account
Statement # : incomedep1							
Description : Income Statement							
Report Title: Statement of Income for Shipping							
Subtitle : @D							
Footnotes : -- Unaudited - For Internal Use Only --							
:							
9 - Set Acct Mask	0	N	0	N		-1	
2 - Group Heading	0	N	0	N	INCOME		
3 - Detailed Accts	1	N	0	N		40000	49999
5 - Group Total	2	Y	0	N	TOTAL INCOME		
2 - Group Heading	0	N	0	N	COST OF GOODS SOLD		
3 - Detailed Accts	1	N	0	N	COGS ACCTS	50000	59999
5 - Group Total	2	N	0	N	TOTAL COST OF GOODS SOLD		
6 - Running Total	2	Y	1	N	GROSS PROFIT		
2 - Group Heading	0	N	0	N	OPERATING EXPENSES		
3 - Detailed Accts	1	N	0	N	OPERATING EXPENSES	60000	75300
3 - Detailed Accts	1	N	0	N		79000	99999
5 - Group Total	2	N	0	N	TOTAL OPERATING EXPENSES		
6 - Running Total	2	Y	2	N	NET INCOME (LOSS) FROM OPERATIONS		
3 - Detailed Accts	1	N	0	N		75400	75500
6 - Running Total	4	Y	2	N	NET INCOME AFTER TAX		

* Number of records printed: 145

FINANCIAL ALIGNMENT (GL0212)

This report provides a sample Balance Sheet, Income Statement, or Statement of Cash Flows printout based on the current format. In addition, an analysis is done on your accounts warning of duplications, omissions and improper classifications of accounts.

When this option is selected, a window will be displayed prompting you to enter the **Financial Statement Format** you would like to use when printing this report. Since the system provides the ability to setup various choices, <click> the **Down Arrow *(F2 by default)*** and a search screen will display all of the formats currently available. These reports include the proper formatting, headings, account ranges, and groups, but without the dollars. Instead, special messages are displayed in the dollar column.



These messages are as follows:

1) **$ggg,ggg,ggg,ggg.gg**. This message indicates the printing of a group total.
2) **$###,###,###,###.##, where # is** a number between 1 and 9. This indicates the printing of a running total, numbers 1 through 9.
3) **$XXX,XXX,XXX,XXX.XX**. This indicates a normal account summary or detail range.
4) **(Sum Below).** This indicates a summary account range, which is to be added to the next summary account type.
5) **(Zero Running Total), where** # is a number from 1 through 9. This indicates a place where a running total field is zeroed.

After the Alignment Report is complete, an error check will take place and the Error / Warning Report will print if any of the following conditions are true:

1) A Balance Sheet account is not used on the Balance Sheet.
2) An Income Statement Account is used on the Balance Sheet *(should only be summarized once into Current Period Profit or Loss).*
3) An Account is used more than once.
4) An Income Statement Account is not used on the Income Statement.
5) A Balance Sheet Account is used on the Income Statement.

Field Names:

- Financial Statement Formats
- Special Dollar Indicators
- Error/Warning List

Financial Alignment Report (Balance Sheet)

Infinity POWER Sample Company, Inc. — Page 1
Balance Sheet — (4) 04/28/2006
04/28/2006

ASSETS

CURRENT ASSETS		
Cash - Savings	$XX,XXX,XXX,XXX.XX	
Petty Cash	$XX,XXX,XXX,XXX.XX	
Cash in Bank - General	$XX,XXX,XXX,XXX.XX	
Cash in Bank - Payroll	$XX,XXX,XXX,XXX.XX	
Notes Receivable	$XX,XXX,XXX,XXX.XX	
Accounts Receivable - Customer	$XX,XXX,XXX,XXX.XX	
Accounts Receivable - Other	$XX,XXX,XXX,XXX.XX	
A/R - Employee Receivables	$XX,XXX,XXX,XXX.XX	
A/R - Tampa Main Office	$XX,XXX,XXX,XXX.XX	
A/R - Orlando Warehouse	$XX,XXX,XXX,XXX.XX	
A/R - Miami Warehouse	$XX,XXX,XXX,XXX.XX	
Inventory - Tampa Main Office	$XX,XXX,XXX,XXX.XX	
Inv - Orlando Warehouse	$XX,XXX,XXX,XXX.XX	
Inventory - Miami Warehouse	$XX,XXX,XXX,XXX.XX	
Inventory - Supplies - Tampa	$XX,XXX,XXX,XXX.XX	
Inventory - Finished Products	$XX,XXX,XXX,XXX.XX	
Accrued Inventory - Receipts	$XX,XXX,XXX,XXX.XX	
Accrued Inventory - COS	$XX,XXX,XXX,XXX.XX	
Work In Process	$XX,XXX,XXX,XXX.XX	
Intercompany	$XX,XXX,XXX,XXX.XX	
Prepaid Insurance	$XX,XXX,XXX,XXX.XX	
PREPAID EXPENSES	$XX,XXX,XXX,XXX.XX	
TOTAL CURRENT ASSETS		$gg,ggg,ggg,ggg.gg
FIXED ASSETS		
Land	$XX,XXX,XXX,XXX.XX	
Buildings	$XX,XXX,XXX,XXX.XX	
Buildings - Accum Deprec.	$XX,XXX,XXX,XXX.XX	
Leasehold Improvements	$XX,XXX,XXX,XXX.XX	
Leasehold Impr. - Amort.	$XX,XXX,XXX,XXX.XX	
Equipment	$XX,XXX,XXX,XXX.XX	
Equipment - Accum Deprec.	$XX,XXX,XXX,XXX.XX	
Furniture	$XX,XXX,XXX,XXX.XX	
Furniture - Accum Deprec.	$XX,XXX,XXX,XXX.XX	
Automobiles and Trucks	$XX,XXX,XXX,XXX.XX	
Autos & Trucks - Accum Deprec.	$XX,XXX,XXX,XXX.XX	
TOTAL FIXED ASSETS		$gg,ggg,ggg,ggg.gg
OTHER ASSETS		
Treasury Stock	$XX,XXX,XXX,XXX.XX	
Stocks Purchased	$XX,XXX,XXX,XXX.XX	
Bonds	$XX,XXX,XXX,XXX.XX	
TOTAL OTHER ASSETS		$gg,ggg,ggg,ggg.gg
TOTAL ASSETS		$11,111,111,111.11

Infinity POWER Sample Company, Inc. Page 2
Balance Sheet (4) 04/28/2006
04/28/2006

(Zero Running Total Number 1.)
LIABILITIES & STOCKHOLDER EQUITY

CURRENT LIABILITIES		
Notes Payable, Current Portion		$XX,XXX,XXX,XXX.XX
Accounts Payable		$XX,XXX,XXX,XXX.XX
Retainage Payable		$XX,XXX,XXX,XXX.XX
Deposits Received		$XX,XXX,XXX,XXX.XX
Advanced Billings		$XX,XXX,XXX,XXX.XX
Draws Payable		$XX,XXX,XXX,XXX.XX
FICA Tax Withheld		$XX,XXX,XXX,XXX.XX
Federal Income Taxes Withheld		$XX,XXX,XXX,XXX.XX
State Income Taxes Withheld		$XX,XXX,XXX,XXX.XX
Accrued Wages & Salaries		$XX,XXX,XXX,XXX.XX
Accrued Insurance		$XX,XXX,XXX,XXX.XX
Accrued FUTA		$XX,XXX,XXX,XXX.XX
Accrued SUTA		$XX,XXX,XXX,XXX.XX
Accrued Payroll Deductions		$XX,XXX,XXX,XXX.XX
401K Pension Plan		$XX,XXX,XXX,XXX.XX
Sales Tax Payable		$XX,XXX,XXX,XXX.XX
Accrued Real Estate Taxes		$XX,XXX,XXX,XXX.XX
Accrued Federal Income Taxes		$XX,XXX,XXX,XXX.XX
Accrued State Income Taxes		$XX,XXX,XXX,XXX.XX
Accrued Interest		$XX,XXX,XXX,XXX.XX
A/P - Tampa Main Office		$XX,XXX,XXX,XXX.XX
A/P - Orlando Warehouse		$XX,XXX,XXX,XXX.XX
A/P - Miami Warehouse		$XX,XXX,XXX,XXX.XX
TOTAL CURRENT LIABILITIES		$gg,ggg,ggg,ggg.gg
LONG TERM LIABILITIES		
Long Term Notes Payable	$XX,XXX,XXX,XXX.XX	
Mortgages Payable	$XX,XXX,XXX,XXX.XX	
TOTAL LONG TERM LIABILITIES		$gg,ggg,ggg,ggg.gg
STOCKHOLDER EQUITY		
Owners Equity	$XX,XXX,XXX,XXX.XX	
Common Stock	$XX,XXX,XXX,XXX.XX	
Additional Paid in Capital	$XX,XXX,XXX,XXX.XX	
Retained Earnings	$XX,XXX,XXX,XXX.XX	
Current Period Profit (Loss)	$XX,XXX,XXX,XXX.XX	
TOTAL STOCKHOLDER EQUITY		$gg,ggg,ggg,ggg.gg
TOTAL LIABILITIES & STOCKHOLDER EQUITY		$11,111,111,111.11

-- Unaudited - For Internal Use Only --

Financial Alignment Report (Income Statement)

Infinity POWER Sample Company, Inc. — Page 1
Statement of Income — (4) 04/28/2006
04/28/2006

INCOME		
Revenue	$XX,XXX,XXX,XXX.XX	
Revenue - Commercial	$XX,XXX,XXX,XXX.XX	
Revenue - Residential	$XX,XXX,XXX,XXX.XX	
Revenue Concrete - Commercial	$XX,XXX,XXX,XXX.XX	
Revenue Concrete - Residential	$XX,XXX,XXX,XXX.XX	
Revenue Electrical- Commercial	$XX,XXX,XXX,XXX.XX	
Revenue Electrical-Residential	$XX,XXX,XXX,XXX.XX	
Revenue Framing - Commercial	$XX,XXX,XXX,XXX.XX	
Revenue Framing - Residential	$XX,XXX,XXX,XXX.XX	
Revenue Plumbing - Commercial	$XX,XXX,XXX,XXX.XX	
Revenue Plumbing - Residential	$XX,XXX,XXX,XXX.XX	
Revenue Roofing - Commercial	$XX,XXX,XXX,XXX.XX	
Revenue Roofing - Residential	$XX,XXX,XXX,XXX.XX	
Interest Income	$XX,XXX,XXX,XXX.XX	
Sales Returns and Allowances	$XX,XXX,XXX,XXX.XX	
Cash Discounts Earned	$XX,XXX,XXX,XXX.XX	
Service Charges	$XX,XXX,XXX,XXX.XX	
Freight Charged	$XX,XXX,XXX,XXX.XX	
Miscellaneous Income	$XX,XXX,XXX,XXX.XX	
Cash Discounts Taken	$XX,XXX,XXX,XXX.XX	
TOTAL INCOME		$gg,ggg,ggg,ggg.gg
COST OF GOODS SOLD		
Cost of Sales	$XX,XXX,XXX,XXX.XX	
Cost of Sales - Commercial	$XX,XXX,XXX,XXX.XX	
Cost of Sales - Residential	$XX,XXX,XXX,XXX.XX	
Cost of Sales - Inv. Shrinkage	$XX,XXX,XXX,XXX.XX	
Concrete Cost of Sale	$XX,XXX,XXX,XXX.XX	
Concrete COS - Commercial	$XX,XXX,XXX,XXX.XX	
Concrete COS - Residential	$XX,XXX,XXX,XXX.XX	
Electrical Cost of Sale	$XX,XXX,XXX,XXX.XX	
Electrical COS - Commercial	$XX,XXX,XXX,XXX.XX	
Electrical COS - Residential	$XX,XXX,XXX,XXX.XX	
Framing Cost of Sale	$XX,XXX,XXX,XXX.XX	
Framing COS - Commercial	$XX,XXX,XXX,XXX.XX	
Framing COS - Residential	$XX,XXX,XXX,XXX.XX	
Plumbing Cost of Sale	$XX,XXX,XXX,XXX.XX	
Plumbing COS - Commercail	$XX,XXX,XXX,XXX.XX	
Plumbing COS - Residential	$XX,XXX,XXX,XXX.XX	
Roofing Cost of Sale	$XX,XXX,XXX,XXX.XX	
Roofing COS - Commercial	$XX,XXX,XXX,XXX.XX	
Roofing COS - Residential	$XX,XXX,XXX,XXX.XX	
Commissions - Expense	$XX,XXX,XXX,XXX.XX	
Freight on Purchases	$XX,XXX,XXX,XXX.XX	
TOTAL COST OF GOODS SOLD		$gg,ggg,ggg,ggg.gg
GROSS PROFIT		$11,111,111,111.11

Infinity POWER Sample Company, Inc. Page 2
Statement of Income (4) 04/28/2006
04/28/2006

OPERATING EXPENSES		
Inter-Dept. Payroll Transfers	$XX,XXX,XXX,XXX.XX	
Wages and Salaries	$XX,XXX,XXX,XXX.XX	
Salaries - Commercial	$XX,XXX,XXX,XXX.XX	
Salaries - Residential	$XX,XXX,XXX,XXX.XX	
Wages and Salaries - Sales	$XX,XXX,XXX,XXX.XX	
Wages and Salaries - Mgmt	$XX,XXX,XXX,XXX.XX	
Wages and Salaries - General	$XX,XXX,XXX,XXX.XX	
OH Expense Allocation	$XX,XXX,XXX,XXX.XX	
Taxes - Sales Dept	$XX,XXX,XXX,XXX.XX	
Taxes - Management	$XX,XXX,XXX,XXX.XX	
Taxes - General Labor	$XX,XXX,XXX,XXX.XX	
Advertising Expense	$XX,XXX,XXX,XXX.XX	
Automobile Expense	$XX,XXX,XXX,XXX.XX	
Bad Debt Expenses	$XX,XXX,XXX,XXX.XX	
Insurance	$XX,XXX,XXX,XXX.XX	
Insurance - Worker's Comp.	$XX,XXX,XXX,XXX.XX	
Office Cleaning Expense	$XX,XXX,XXX,XXX.XX	
Postage Expense	$XX,XXX,XXX,XXX.XX	
Professional Services	$XX,XXX,XXX,XXX.XX	
Rental Expense	$XX,XXX,XXX,XXX.XX	
Repairs to Building	$XX,XXX,XXX,XXX.XX	
Repairs to Equipment	$XX,XXX,XXX,XXX.XX	
Supplies - Office	$XX,XXX,XXX,XXX.XX	
Supplies - Warehouse	$XX,XXX,XXX,XXX.XX	
Telephone Expense	$XX,XXX,XXX,XXX.XX	
Temporary Labor	$XX,XXX,XXX,XXX.XX	
Tools Expense	$XX,XXX,XXX,XXX.XX	
Travel & Entertainment	$XX,XXX,XXX,XXX.XX	
Utilities Expense	$XX,XXX,XXX,XXX.XX	
Deprec - Buildings	$XX,XXX,XXX,XXX.XX	
Amort. - Leasehold Impr.	$XX,XXX,XXX,XXX.XX	
Deprec - Equipment	$XX,XXX,XXX,XXX.XX	
Deprec - Furniture	$XX,XXX,XXX,XXX.XX	
Deprec - Autos & Trucks	$XX,XXX,XXX,XXX.XX	
Interest Expense	$XX,XXX,XXX,XXX.XX	
FICA Taxes	$XX,XXX,XXX,XXX.XX	
Unemployment Taxes	$XX,XXX,XXX,XXX.XX	
Miscellaneous Taxes	$XX,XXX,XXX,XXX.XX	
Misc Expenses	$XX,XXX,XXX,XXX.XX	
Suspense (Error) Account	$XX,XXX,XXX,XXX.XX	
TOTAL OPERATING EXPENSES		$gg,ggg,ggg,ggg.gg
NET INCOME (LOSS) FROM OPERATIONS		$22,222,222,222.22
Federal Income Taxes	$XX,XXX,XXX,XXX.XX	
State Income Taxes	$XX,XXX,XXX,XXX.XX	
NET INCOME AFTER TAX		$22,222,222,222.22

Financial Alignment Report (Statement of Cash Flow)

Infinity POWER Sample Company, Inc. — Page 1
Statement of Cash Flows — (4) 04/28/2006
04/28/2006

OPERATING ACTIVITIES		
Net Income	$XX,XXX,XXX,XXX.XX	
Adjustments To Reconcile N/I To Cash		
Buildings - Accum Deprec.	$XX,XXX,XXX,XXX.XX	
Leasehold Impr. - Amort.	$XX,XXX,XXX,XXX.XX	
Equipment - Accum Deprec.	$XX,XXX,XXX,XXX.XX	
Furniture - Accum Deprec.	$XX,XXX,XXX,XXX.XX	
Autos & Trucks - Accum Deprec.	$XX,XXX,XXX,XXX.XX	
Change In Operating Assets & Liabilities		
Accounts Receivable - Customer	$XX,XXX,XXX,XXX.XX	
Accounts Receivable - Other	$XX,XXX,XXX,XXX.XX	
A/R - Employee Receivables	$XX,XXX,XXX,XXX.XX	
A/R - Tampa Main Office	$XX,XXX,XXX,XXX.XX	
A/R - Orlando Warehouse	$XX,XXX,XXX,XXX.XX	
A/R - Miami Warehouse	$XX,XXX,XXX,XXX.XX	
Inventory - Tampa Main Office	$XX,XXX,XXX,XXX.XX	
Inv - Orlando Warehouse	$XX,XXX,XXX,XXX.XX	
Inventory - Miami Warehouse	$XX,XXX,XXX,XXX.XX	
Inventory - Supplies - Tampa	$XX,XXX,XXX,XXX.XX	
Inventory - Finished Products	$XX,XXX,XXX,XXX.XX	
Accrued Inventory - Receipts	$XX,XXX,XXX,XXX.XX	
Accrued Inventory - COS	$XX,XXX,XXX,XXX.XX	
Work In Process	$XX,XXX,XXX,XXX.XX	
Intercompany	$XX,XXX,XXX,XXX.XX	
Prepaid Insurance	$XX,XXX,XXX,XXX.XX	
Prepaid Expenses	$XX,XXX,XXX,XXX.XX	
Prepaid Vendor Deposits	$XX,XXX,XXX,XXX.XX	
Accounts Payable	$XX,XXX,XXX,XXX.XX	
Retainage Payable	$XX,XXX,XXX,XXX.XX	
Deposits Received	$XX,XXX,XXX,XXX.XX	
Advanced Billings	$XX,XXX,XXX,XXX.XX	
Draws Payable	$XX,XXX,XXX,XXX.XX	
FICA Tax Withheld	$XX,XXX,XXX,XXX.XX	
Federal Income Taxes Withheld	$XX,XXX,XXX,XXX.XX	
State Income Taxes Withheld	$XX,XXX,XXX,XXX.XX	
Accrued Wages & Salaries	$XX,XXX,XXX,XXX.XX	
Accrued Insurance	$XX,XXX,XXX,XXX.XX	
Accrued FUTA	$XX,XXX,XXX,XXX.XX	
Accrued SUTA	$XX,XXX,XXX,XXX.XX	
Accrued Payroll Deductions	$XX,XXX,XXX,XXX.XX	
401K Pension Plan	$XX,XXX,XXX,XXX.XX	
Sales Tax Payable	$XX,XXX,XXX,XXX.XX	
Accrued Real Estate Taxes	$XX,XXX,XXX,XXX.XX	
Accrued Federal Income Taxes	$XX,XXX,XXX,XXX.XX	
Accrued State Income Taxes	$XX,XXX,XXX,XXX.XX	
Accrued Interest	$XX,XXX,XXX,XXX.XX	
A/P - Tampa Main Office	$XX,XXX,XXX,XXX.XX	
A/P - Orlando Warehouse	$XX,XXX,XXX,XXX.XX	
A/P - Miami Warehouse	$XX,XXX,XXX,XXX.XX	
Net Cash Provided By Operating Activity		$11,111,111,111.11

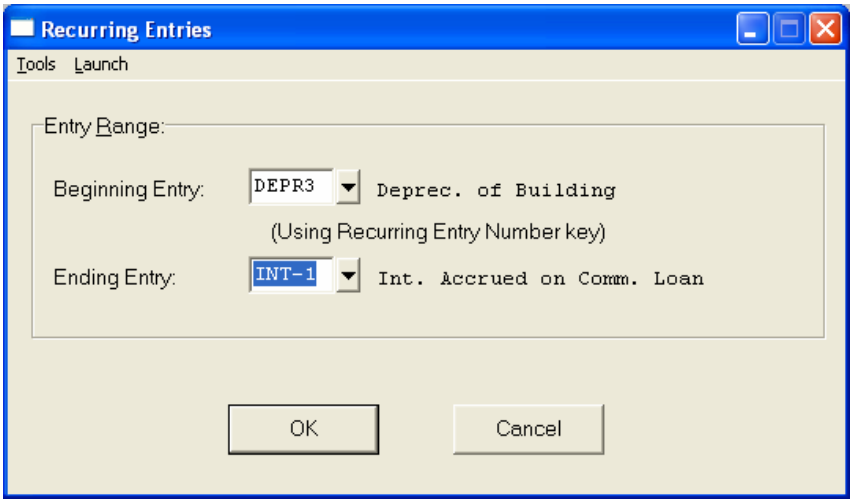
Infinity POWER Sample Company, Inc. Page 2
Statement of Cash Flows (4) 04/28/2006
04/28/2006

(Zero Running Total Number 1.)		
INVESTING ACTIVITIES		
Purchase Of Property, Plant & Equipment		
Land	$XX,XXX,XXX,XXX.XX	
Buildings	$XX,XXX,XXX,XXX.XX	
Leasehold Improvements	$XX,XXX,XXX,XXX.XX	
Equipment	$XX,XXX,XXX,XXX.XX	
Furniture	$XX,XXX,XXX,XXX.XX	
Automobiles and Trucks	$XX,XXX,XXX,XXX.XX	
Payments Received On Notes		
Notes Receivable	$XX,XXX,XXX,XXX.XX	
Net Cash Used In Investing Activities		$11,111,111,111.11
(Zero Running Total Number 1.)		
FINANCING ACTIVITIES		
Proceeds From L/T & S/T Borrowing		
Notes Payable, Current Portion	$XX,XXX,XXX,XXX.XX	
Long Term Notes Payable	$XX,XXX,XXX,XXX.XX	
Mortgages Payable	$XX,XXX,XXX,XXX.XX	
Proceeds From Sale Of Common Stock		
Owners Equity	$XX,XXX,XXX,XXX.XX	
Common Stock	$XX,XXX,XXX,XXX.XX	
Dividends Paid		
Retained Earnings	$XX,XXX,XXX,XXX.XX	
Net Cash Provided By Financing Activity		$11,111,111,111.11
Increase (Decrease) In Cash Equivalents		$22,222,222,222.22
(Zero Running Total Number 1.)		
Cash & Cash Equiv. At Beg Of Period [P]		$XX,XXX,XXX,XXX.XX
Cash & Cash Equiv. At End Of Period		$22,222,222,222.22

-- Unaudited - For Internal Use Only --

RECURRING ENTRIES (GL0213)

This report contains all of the information set up for each Recurring Journal Entry. This report is an excellent auditing tool for insuring that your entries are set up correctly. When you select this report, you may specify the range of Recurring Journal Entries to include by entity or description.



This report will display all of the information set up for each Recurring Entry.

Field Names:

Recurring Journal Entry Number
- Transaction Reference Number
- Transaction Type
- Transaction Description
- Company Number *(optional)*
- Account Number
- Account Description
- Account Debit or Credit
- Total Debits
- Total Credits

Recurring Entries Report

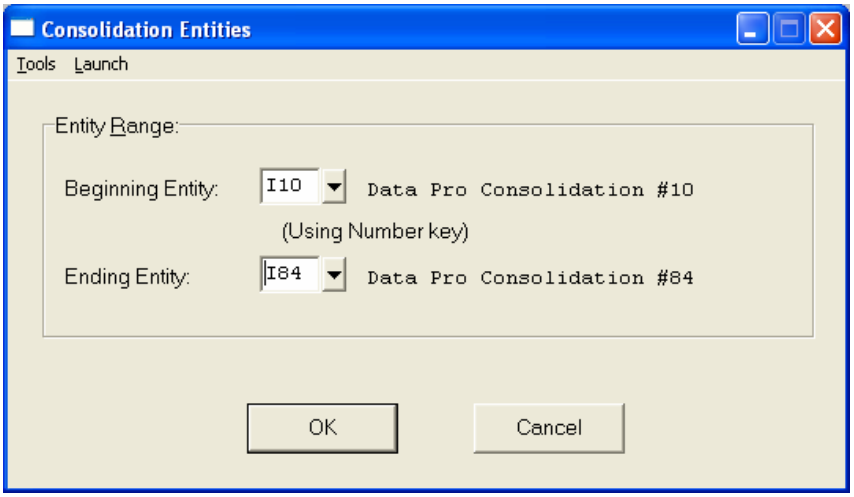
Infinity POWER Sample Company, Inc. — Page 1
Recurring Entry Maintenance Report — (4) 04/28/2006

Entry # / Co.	Trans # / Account	Transaction Type	Description	Debit	Credit
0205	02	8 Accruals - Payable	Feb 2005 AP		
	Feb 2005 AP				
1)	ins 69000		Utilities Expense	$288.00	
2)	ins 61500		Automobile Expense	$134.25	
3)	ins 11400		Inventory - Tampa Main Office	$785.00	
4)	ins 11400		Inventory - Tampa Main Office	$1,896.00	
5)	ins 67000		Telephone Expense	$359.00	
6)	ins 11400		Inventory - Tampa Main Office	$1,231.00	
7)	ins 61500		Automobile Expense	$332.00	
8)	ins 64700		Professional Services	$1,500.00	
9)	ins 11450		Work In Process	$866.00	
10)	ins 21200		Accounts Payable		($7,391.25)
	Totals:			$7,391.25	($7,391.25)
02051		8 Accruals - Payable	Feb 2005 AP		
	Feb 2005 AP				
1)	ins 67000		Telephone Expense	$569.00	
2)	ins 66000		Supplies - Office	$399.00	
3)	ins 11400		Inventory - Tampa Main Office	$896.00	
4)	ins 23800		401K Pension Plan	$189.00	
5)	ins 69000		Utilities Expense	$158.00	
6)	ins 11400		Inventory - Tampa Main Office	$369.00	
7)	ins 11400		Inventory - Tampa Main Office	$486.00	
8)	ins 21200		Accounts Payable		($3,066.00)
	Totals:			$3,066.00	($3,066.00)
0305		8 Accruals - Payable	March 2005 AP		
	March 2005 AP				
1)	ins 11400		Inventory - Tampa Main Office	$35.00	
2)	ins 69000		Utilities Expense	$250.00	
3)	ins 69000		Utilities Expense	$200.00	
4)	ins 11400		Inventory - Tampa Main Office	$699.00	
5)	ins 64700		Professional Services	$150.00	
6)	ins 11400		Inventory - Tampa Main Office	$145.00	
7)	ins 21100		Notes Payable, Current Portion	$1,500.00	
8)	ins 66000		Supplies - Office	$995.00	
9)	ins 61500		Automobile Expense	$420.00	
10)	ins 21200		Accounts Payable		($4,394.00)
	Totals:			$4,394.00	($4,394.00)

* Number of records printed: 3

CONSOLIDATION ENTITIES (GL0214)

This report contains all of the information set up for each Consolidation Entity. This report is an excellent auditing tool for insuring that your entities are set up correctly. When you select this report, you may specify the range of Consolidation Entities to include by number or description.



This report will display all of the information set up for each Consolidation Entity.

Field Names:

- Consolidation Entity Number
- Consolidation Entity Name
- Company Number
- Company Percent of Consolidation
- Company Name

Consolidated Entities Report

Infinity Real Estate Investments, Inc. Page 1
Consolidation Entity Report (4) 04/28/2006

Entity	Description	Company	Percentage	Company Name
100	Consolidated Company 100	INS	100.000	Infinity POWER Sample Company, Inc.
		IN1	95.000	Infinity Retail Services Company
		IN2	85.000	Infinity Marketing Company
		IN3	34.000	Infinity Distribution Company
		IN4	16.000	Infinity Exports International
		IN5	27.000	Infinity Wholesale Supply
		IN6	82.000	Infinity Manufacturing, Inc.
		IN7	76.000	Infinity Services Corporation
		IN8	100.000	Infinity Delivery Services
		IN9	100.000	Infinity Construction Corporation
		I10	50.000	Infinity Real Estate Investments, Inc.
101	Consolidated Company 101	INS	100.000	Infinity POWER Sample Company, Inc.
		IN1	95.000	Infinity Retail Services Company
		IN5	27.000	Infinity Wholesale Supply
		IN9	100.000	Infinity Construction Corporation
102	Consolidated Company 102	INS	100.000	Infinity POWER Sample Company, Inc.
		IN8	100.000	Infinity Delivery Services
		IN3	34.000	Infinity Distribution Company
		IN2	85.000	Infinity Marketing Company
		IN7	76.000	Infinity Services Corporation

* Number of records printed: 3

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CHAPTER 5 PERFORM ANALYTICAL GRAPHS

This section discusses both types of Analytical Graphs utilized by the **Windows GUI** version of the **General Ledger** module. These graphs are designed to give you an instant visualization of your general ledger information. No other programs are required to execute this option. The system performs all graphics functions from within its own programs. Check the hardware requirements section in your **System Administrator** manual to verify that you have all of the necessary equipment to perform this function.

After the graph has been displayed to your screen, printing is one simple step:

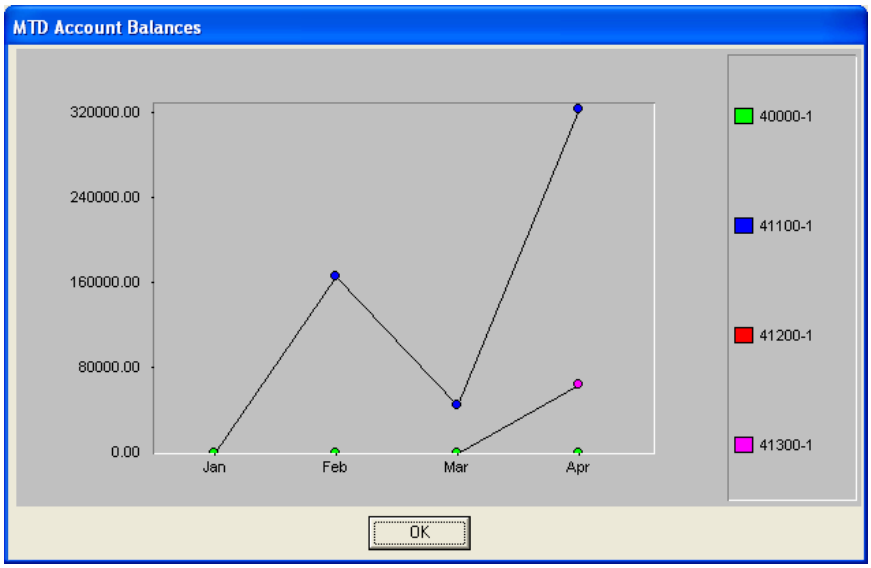
Press **ALT Print Screen** and paste into a **WORD** document.

You may also paste this image into a document or an Excel spreadsheet for presentation purposes.

ACCOUNT BALANCES BY MONTH (GL0301)

This option allows you to display a line graph comparing ***"Each Month's Balances"*** for up to four different accounts simultaneously. This is an excellent tool for reviewing annual trends between accounts.

Once you have selected this option, you will be asked to specify the accounts you wish to graph. Simply input the appropriate account numbers; or, if you are unsure of the account number, press **TAB** and a listing of your account numbers and their descriptions will be displayed. Simply highlight the account you wish to use and highlight it and <click> **OK**. Once you have input all of the account numbers to be graphed, <click> on the **GRAPH** button and the line graph will be plotted.



COMPARATIVE ACCOUNT BALANCES (GL0302)

This option allows you to display a bar or a pie chart comparing the Current Month or YTD Balances for up to twelve **(12)** different accounts simultaneously. This is an excellent tool for comparing account balances.

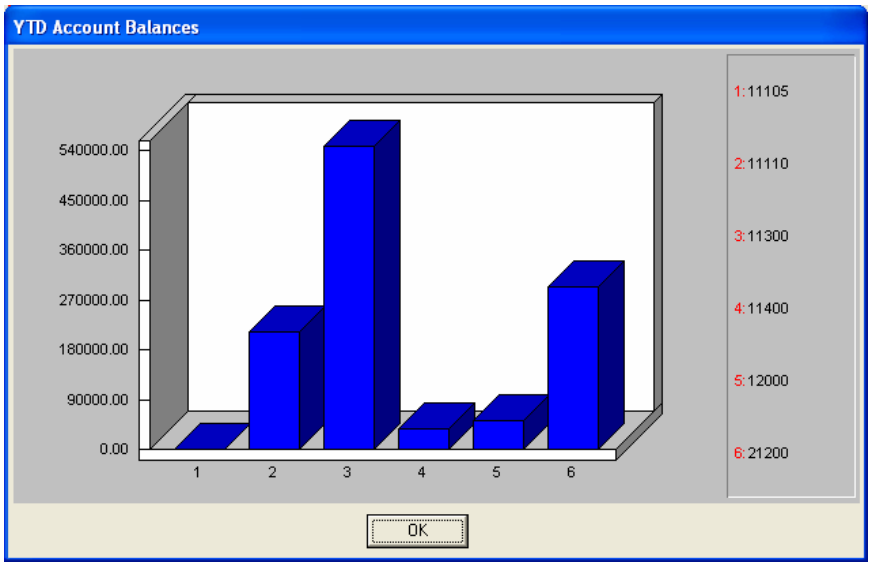
To specify the accounts you wish to graph, you simply input the appropriate account numbers. If you are unsure of the account number, press **TAB** and a listing of your account numbers and their descriptions will be displayed. Simply highlight the account you wish to use and <click> **OK**. Once you have input all of the account numbers you wish to graph, you will be asked:

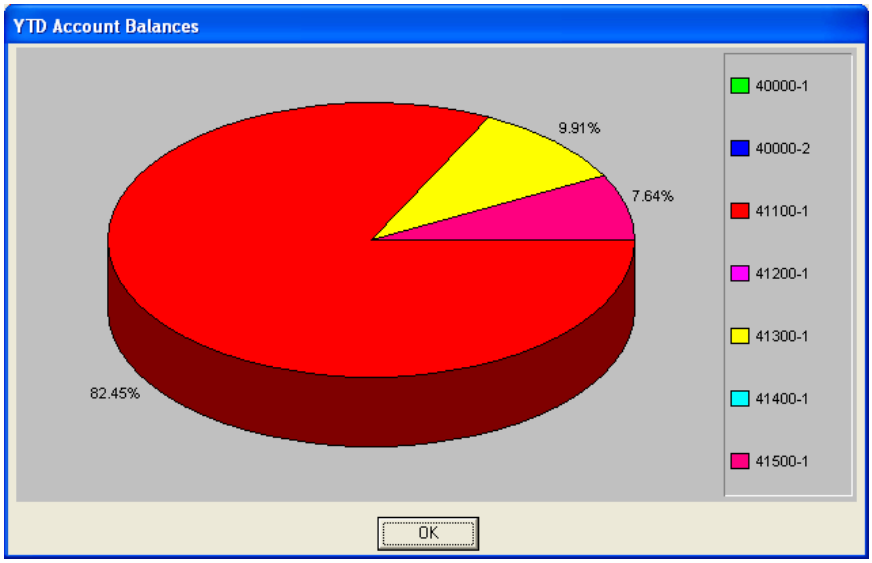
MTD or YTD

The default setting will be based on YTD balances. <Click> on the MTD radio button if you would prefer a MTD balance comparison. You will then select the type of graph desired:

Bar Graph or Pie Chart

Upon selecting the graph type and <click>ing on the **GRAPH** button, the graph will automatically be plotted.





<Click> **OK** to enter a new group of accounts to graph. <Click> on **"Close"** to exit the option.

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